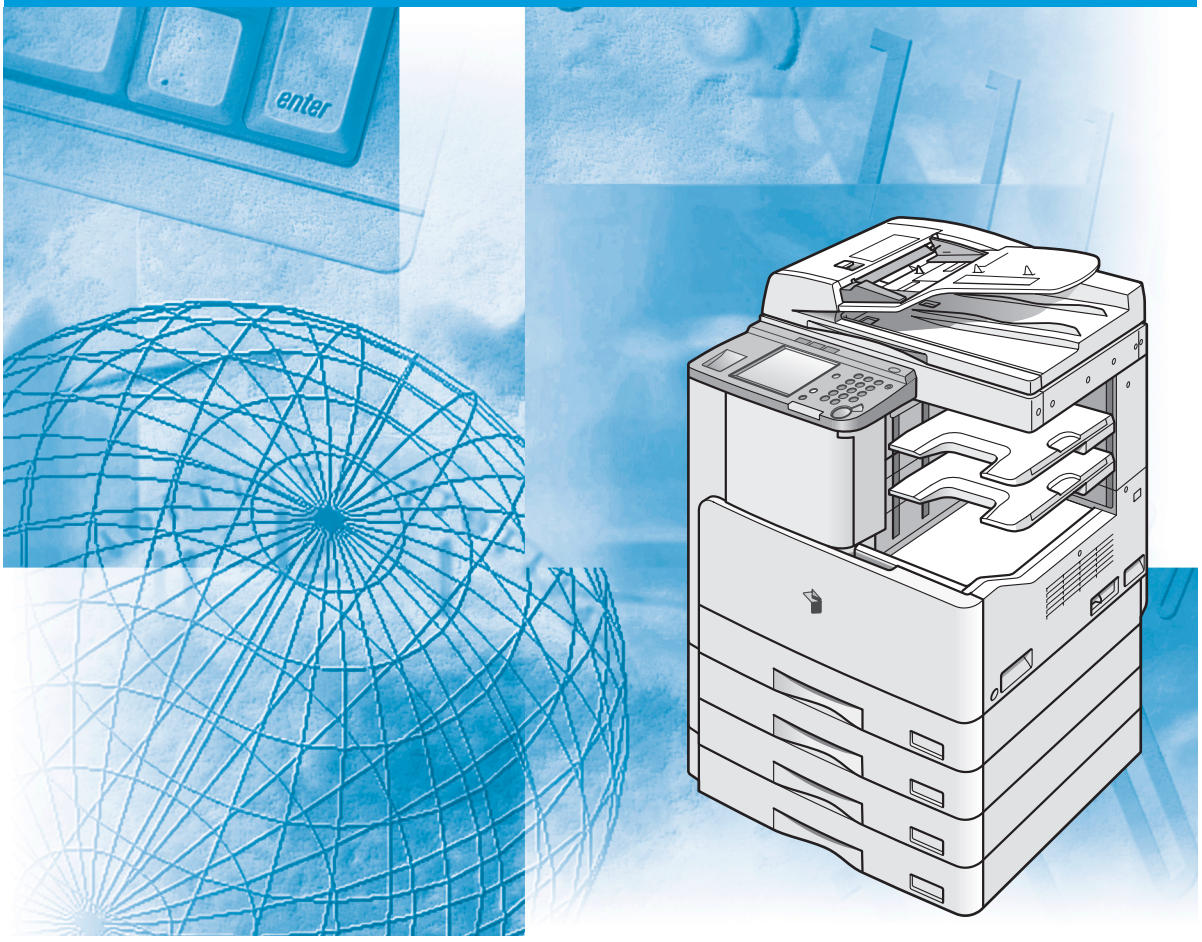
Canon

imageRUNNER
2030i / 2025i / 2022i / 2018i

Reference Guide



Read this guide first.

Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER 2030i/2025i/2022i/2018i

Reference Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

• **Quick Reference for Basic Operations**	**Easy Operation Guide**
• **Basic Operations** • **Troubleshooting**	**Reference Guide (This Document)**
• **Copying Instructions**	**Copying Guide**
• **Sending and Fax Instructions**	**Sending and Facsimile Guide**
• **Setting Up the Network Connection and Installing the CD-ROM Software**	**Network Quick Start Guide**
• **Remote User Interface Instructions**	**Remote UI Guide**
• **Network Connectivity and Setup Instructions**	**Network Guide**
• **Color Network ScanGear Installation and Instructions**	**Color Network ScanGear User's Guide**
• **PCL/UFRII LT Printer Instructions**	**PCL/UFR II Printer Guide**
• **Bar Code Printing Instructions**	**Bar Code Printing Guide**
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**
• **UFRII LT Printer Driver Installation and Instructions**	**UFR II Driver Guide**
• **Fax Driver Installation and Instructions**	**Fax Driver Guide**

- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Basic Operations

Chapter 3 Optional Equipment

Chapter 4 Customizing Settings

Chapter 5 Checking Job and Device Status

Chapter 6 System Manager Settings

Chapter 7 Routine Maintenance

Chapter 8 Troubleshooting

Chapter 9 Appendix

Includes report samples, the specifications of the main unit and optional equipment, the Relationship between Original Orientation and Preprinted Paper Output Chart, and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon imageRUNNER 2030i/2025i/2022i/2018i. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]

  Examples: [Cancel]
  [Done]

- Control Panel Keys: Key icon (Key Name)

  Examples: (Start)
  (Stop)

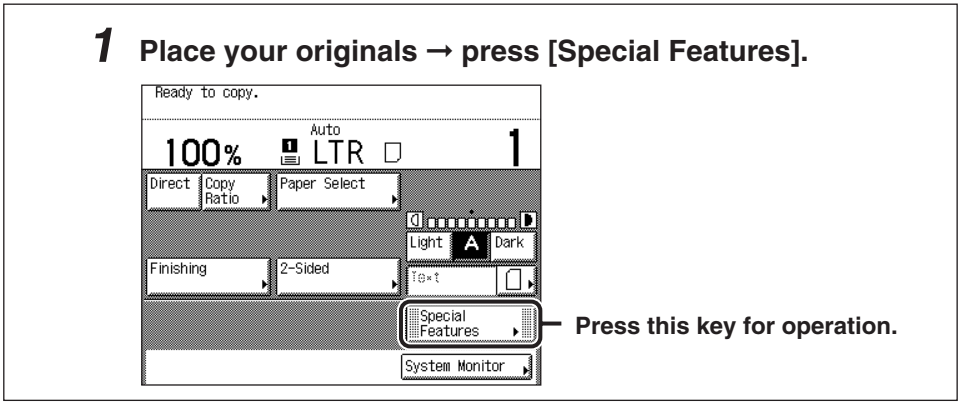
Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the following optional equipment is attached to the imageRUNNER 2030i: the Finisher-U2, Additional Finisher Tray-C1, Cassette Feeding Module-Q1, and Super G3 FAX Board.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

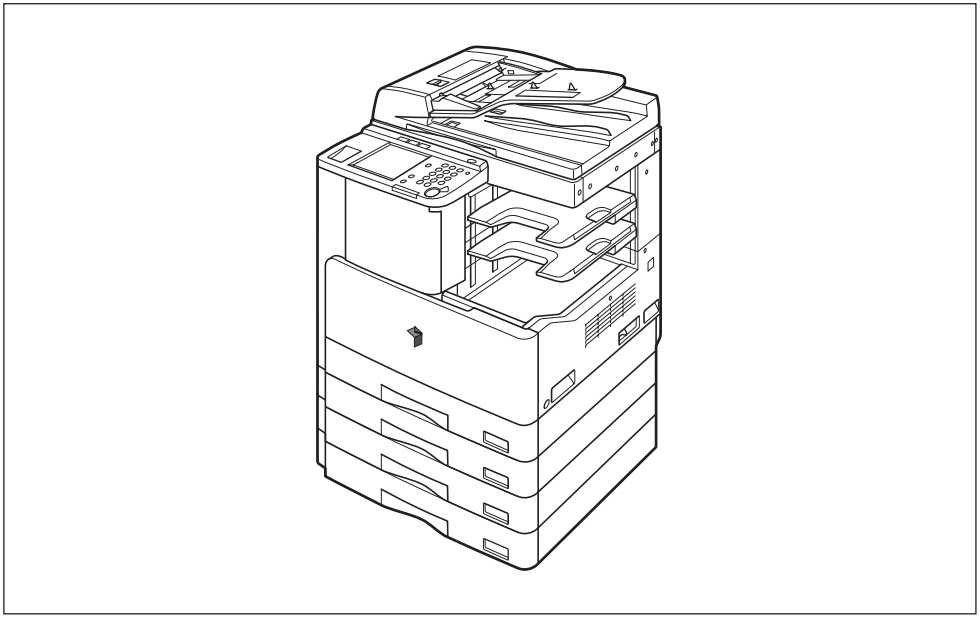
The keys which you should press are marked with a ⬭, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.



Illustrations Used in This Manual

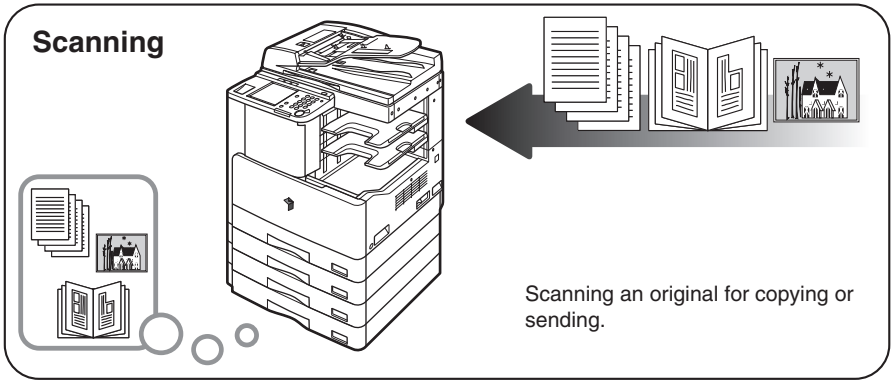
Illustrations used in this manual are those displayed when the imageRUNNER 2030i has the following optional equipment attached to it: the Finisher-U2, Additional Finisher Tray-C1, and Cassette Feeding Module-Q1.



Operations and Terms Used in This Manual

This machine makes effective use of memory to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be printed.

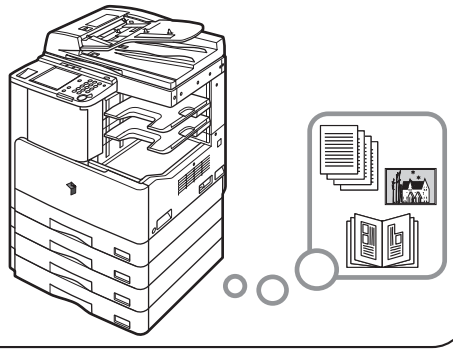
To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying," used throughout this manual are defined below. When making a copy, the process of scanning originals and printing copies may be described as separate functions.



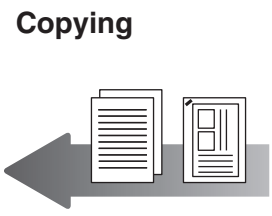
Scanning an original for copying or sending.

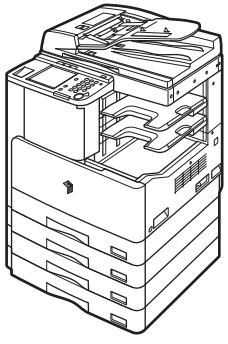
Printing

Outputting documents such as a copy, fax, or outputting data sent from a personal computer to the machine.



Copying





Printing data scanned from an original, followed by finishing options, such as stapling.

Legal Notices

FCC (Federal Communications Commission)

imageRUNNER 2030i/2025i/2022i/2018i: Model F189800

This device complies with Part 15 of the FCC Rules.
Operation is subject to the following two conditions:

(1) This device may not cause harmful interference,

and

(2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate, radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment OFF and ON, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cables are required to comply with Class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contact. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the “SUPPORT” page on Canon U.S.A.’s Web site (http://www.usa.canon.com).

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516) 328-5600

Laser Safety

This product complies with 21 CFR

1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Also, this product is certified as a Class I laser product under IEC60825-1:1993+A1:1997+A2:2001, EN60825-1:1994+A1:2002+A2:2001. This means that the product does not produce hazardous laser radiation.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment’s *Reference Guide*.

The labels shown below are attached to the laser scanner unit inside the machine and next to the toner cartridge, behind the front cover.

DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. ÉVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
注 意 - 打开时，存在不可见的3B类激光辐射，请避免接触该激光束
注 意 - 打開機器蓋板時有3B級不可視雷射光釋出，應避免曝射
주 의 - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注 意 - ここを開くとクラス3B不可視レーザ放射が出ます。ビームに身をさらさないこと。
FS7-8335

FU5-8610
DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. ÉVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
注 意 - 打开时，存在不可见的3B类激光辐射，请避免接触该激光束
注 意 - 打開機器蓋板時有3B級不可視雷射光釋出，應避免曝射
주 의 - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注 意 - ここを開くとクラス3B不可視レーザ放射がでます。ビームに身をさらさないこと。

CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

International Energy Star Program

As an ENERGY STAR Partner, Canon U.S.A., Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency.

The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

IPv6 Ready Logo

This machine has acquired IPv6 Ready Logo Phase-1, as established by the IPv6 Forum.

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(Hg) LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

For CA, USA only
Included battery contains Perchlorate Material - special handling may apply.
See http://www.dtsc.ca.gov/hazardouswaste/perchlorate/ for details.

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Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. A non-exhaustive list of these documents is set forth below. This list is intended to be a guide only. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

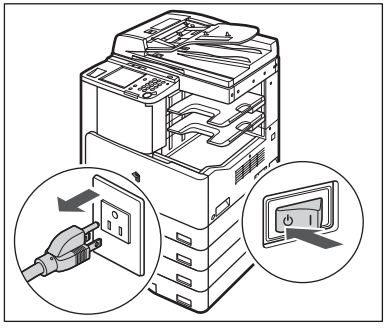
Important Safety Instructions

Please read these “Important Safety Instructions” thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

WARNING

- **Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**
- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**
  - **Necklaces and other metal objects**
  - **Cups, vases, flowerpots, and other containers filled with water or liquids**



⚠ CAUTION

- **Do not install the machine in unstable locations, such as on unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**
- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.**
- **Do not install the machine in the following locations:**
  - **A damp or dusty location**
  - **A location near water faucets or water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near open flames**

Power Supply

⚠ WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**

⚠ CAUTION

- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**
- **Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

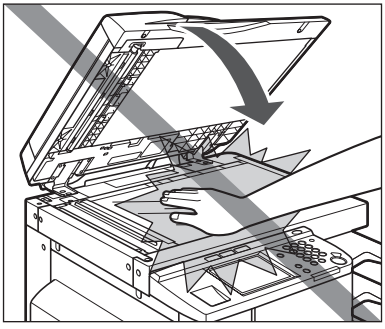
Handling

⚠ WARNING

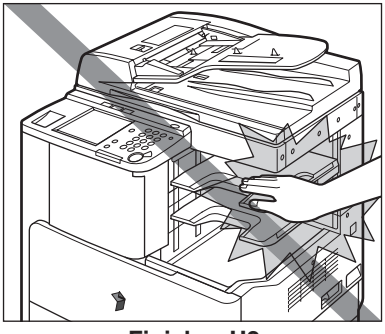
- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.**
- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, this may result in a fire or electrical shock.**
- **To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.**
- **Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then contact your local authorized Canon dealer.**

⚠ CAUTION

- **Do not place heavy objects on the machine, as they may tip over and fall resulting in personal injury.**
- **Close the feeder gently to avoid catching your hands, as this may result in personal injury.**



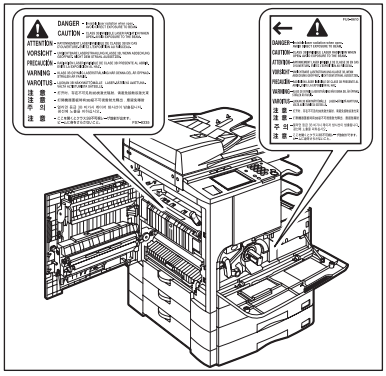
- **Do not press down hard on the feeder when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**
- **Do not touch the finisher while the machine is printing, as this may result in personal injury.**
- **Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.**
- **Be careful when removing printed paper from output trays or when aligning it, because it may be hot and result in burn injury.**
- **Do not place your hand in the part of the tray where stapling is performed if a finisher is attached, as this may result in personal injury.**



Finisher-U2

- **Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.**

- **The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.**
- **If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.**
- **Never open covers other than those instructed in this manual.**
- **Do not remove the caution labels attached to the laser scanner unit inside the machine and next to the toner cartridge, behind the front cover.**



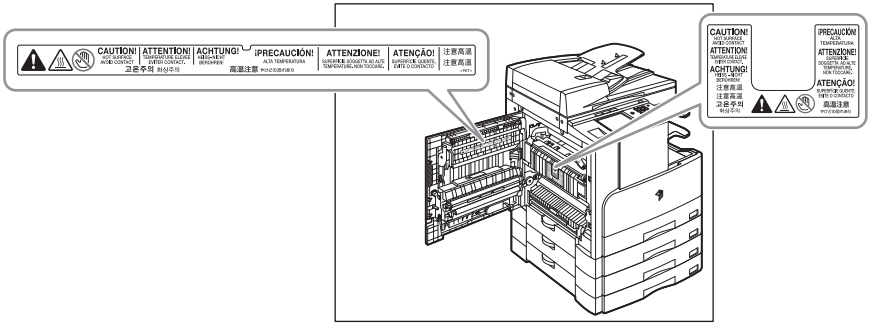
Maintenance and Inspections

⚠ WARNING

- **When cleaning the machine, first turn OFF the main power switch, and then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.**
- **There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**

⚠ CAUTION

- **The fixing unit, the duplex unit, and their surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit, the duplex unit, and their surroundings, as doing so may result in burns.**



- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing a used toner cartridge, remove the toner cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult physician.**
- **Handle the toner cartridge carefully. Avoid contact with any toner that is released from the cartridge. If toner makes contact with your skin, immediately wash the area with soap and cold water. If your skin still feels irritated after washing the area thoroughly, or you ingest toner, seek immediate medical treatment.**

Consumables

WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the cartridges into a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.**

CAUTION

- **Keep toner cartridges and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.**
- **Do not dismantle the toner cartridge, as dismantling it may cause toner dust to scatter on your skin or clothes. Immediately brush the toner off your clothes (but do not wash the clothing with hot water, which may cause the toner to set in the fabric). If toner gets into your eyes or mouth, wash them immediately with cold water and seek immediate medical treatment.**
- **Handle the toner cartridge carefully. Avoid contact with any toner that is released from the cartridge. If toner makes contact with your skin, immediately wash the area with soap and cold water. If your skin still feels irritated after washing the area thoroughly, or you ingest toner, seek immediate medical treatment.**

Other Warnings

WARNING

For cardiac pacemaker users:
This product generates a low-level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

Before You Start Using This Machine

CHAPTER 1

This chapter describes what you should know before using this machine, such as parts and their functions, and how to turn ON the main power.

Installation Location and Handling 1-2
- Installation Precautions 1-2
- Handling Precautions 1-8

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- External View 1-11
- Feeder Parts and Functions 1-13
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- How to Turn ON the Main Power 1-16
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Obtaining and Registering a License Key. 1-23
- Obtaining a License Key 1-23
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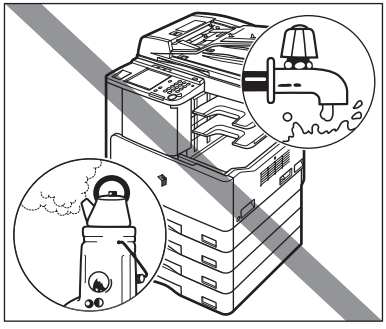
Installation Location and Handling

This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

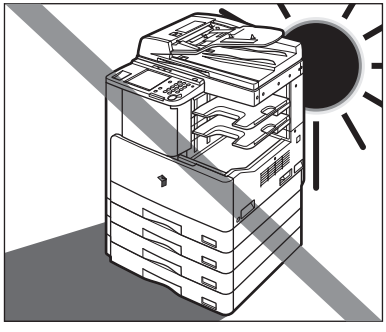
Installation Precautions

Avoid Installing the Machine in the Following Locations

■ **Avoid locations subject to temperature and humidity extremes, whether low or high.**
For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.

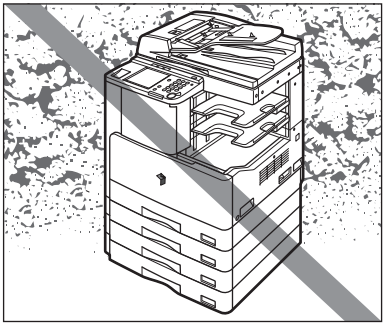


■ **Avoid installing the machine in direct sunlight.**
If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



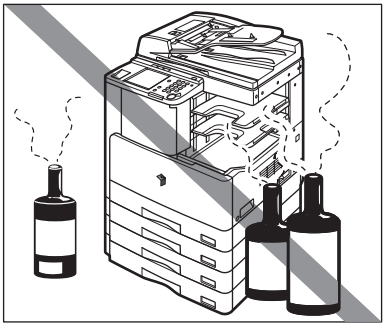
■ **Avoid poorly ventilated locations.**

This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.



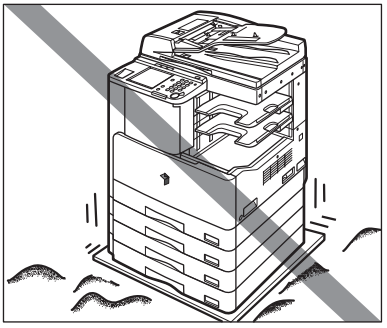
■ **Avoid locations where a considerable amount of dust accumulates.**

■ **Avoid locations where ammonia gas is emitted.**

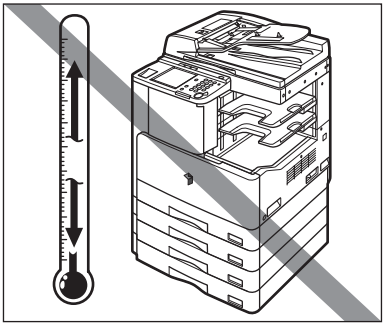


■ **Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.**

■ **Avoid locations that are subject to vibration.**
For example, avoid installing the machine on unstable floors or stands.



■ **Avoid exposing the machine to rapid changes in temperature.**
If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.

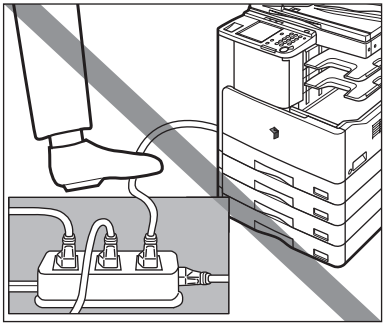


■ **Avoid installing the machine near computers or other precision electronic equipment.**
Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ **Avoid installing the machine near televisions, radios, or similar electronic equipment.**
The machine may interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

Select a Safe Power Supply

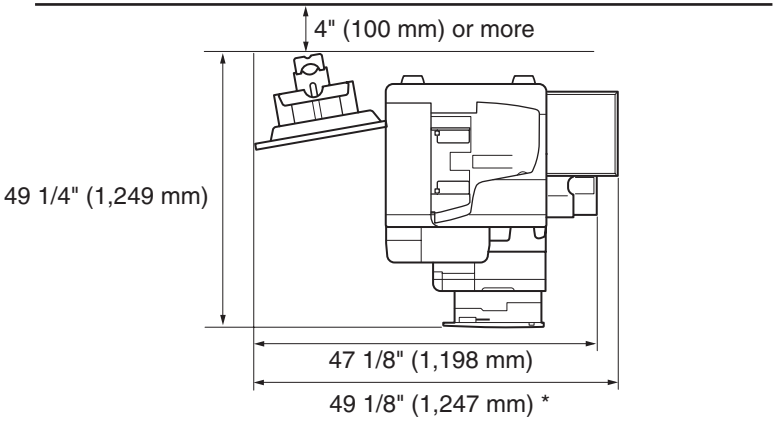
- **Plug the machine into a standard 120 V AC, three-wire grounded outlet.**
- **Make sure that the power supply for the machine is safe, and has a steady voltage.**
- **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**



Provide Adequate Installation Space

■ **Provide enough space on each side of the machine for unrestricted operation.**

The optional Finisher-U2 and Document Tray-J1 are attached



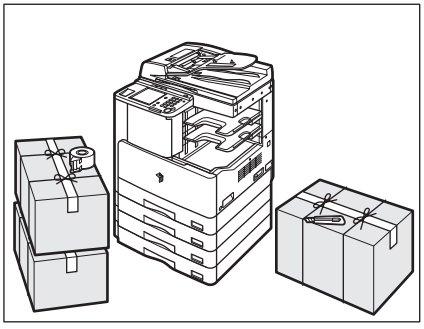
* The width is 40" (1,016 mm) when no options are attached, or 49 1/8" (1,247 mm) when the optional Document Tray-J1 is attached.

NOTE

Be sure to provide enough space over the top of the machine to be able to open the feeder properly.

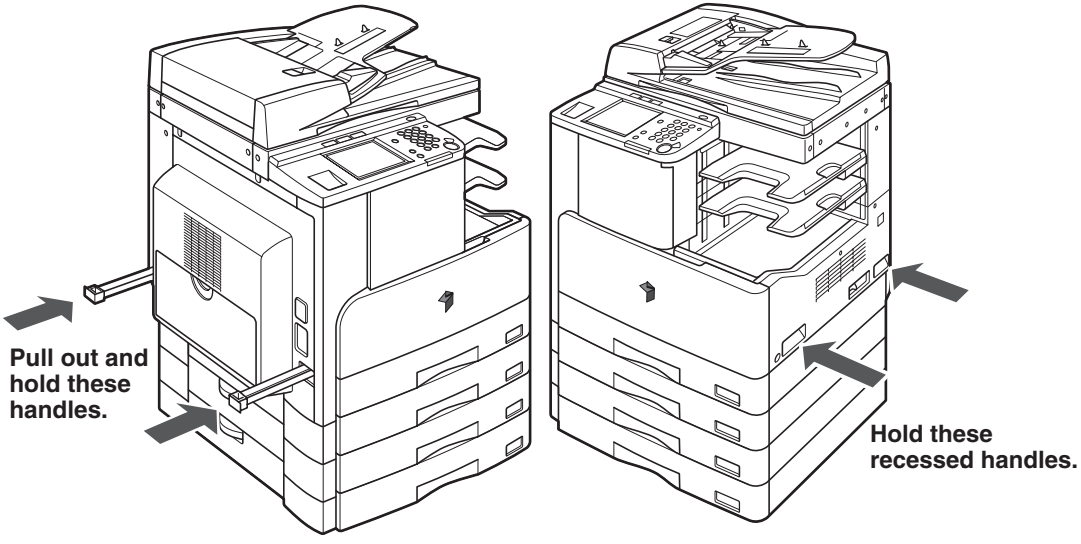
Moving the Machine

■ **If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand.**



■ **The machine is heavy, and requires two or more people to lift it. Therefore, do not attempt to move it by yourself. Doing so, may result in personal injury.**

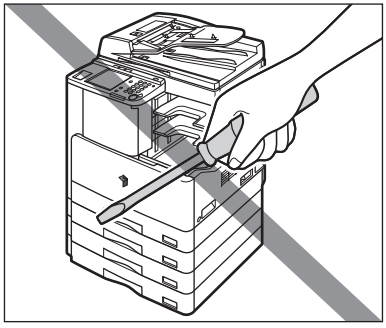
■ **When carrying the machine, be sure to hold the handles, as indicated below. Failure to do so may cause the machine to be dropped, and result in personal injury.**



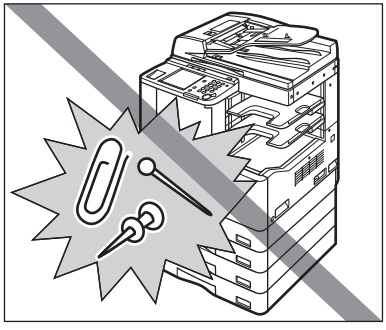
Handling Precautions

■ **Some parts inside the machine are subject to high-voltage and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

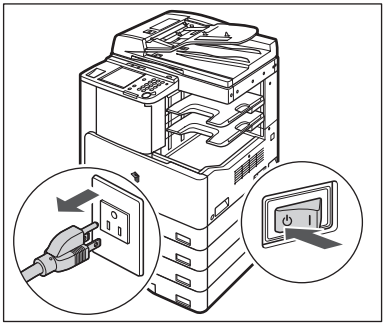
■ **Do not attempt to disassemble or modify the machine.**



■ **Be careful not to spill liquids or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it may cause a short circuit and result in a fire or electrical shock.**

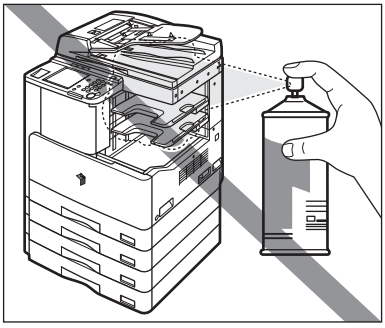


■ **If there is smoke or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the power outlet, and then call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.**



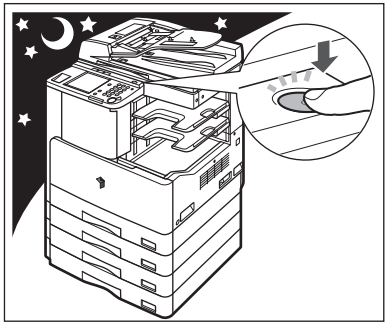
■ **Do not turn the main power switch OFF or open the front covers while the machine is in operation. This may result in paper jams.**

■ **Do not use flammable sprays, such as spray glue near the machine. There is a danger of ignition.**



■ **This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.**

■ **For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.**



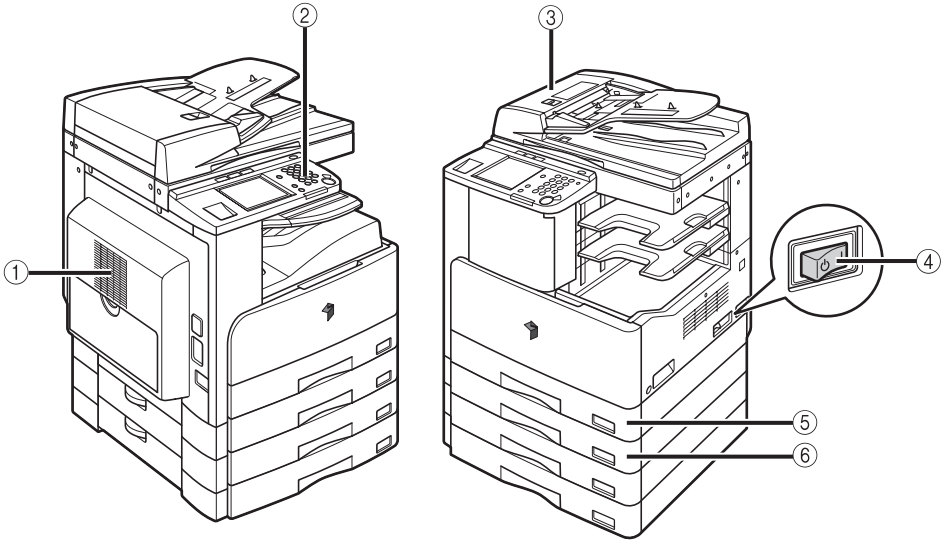
■ **Do not use a telephone cable longer than 118 in. (3,000 mm).**

Parts and Their Functions

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, feeder, control panel, and touch panel display. An illustration of the machine with some optional equipment attached to it is also provided. For more information on optional equipment, parts and their functions, see Chapter 3, “Optional Equipment.”

External View

The optional Finisher-U2, Additional Finisher Tray-C1, and Cassette Feeding Module-Q1 are attached.



① **Stack Bypass**

Use the stack bypass to feed paper manually and for loading nonstandard paper stock, such as envelopes. (See “Making Prints Using the Stack Bypass,” on p. 2-29.)

② **Control Panel**

Includes the keys, touch panel display, and indicators required for operating the machine. (See “Control Panel Parts and Functions,” on p. 1-15.)

③ **Feeder**

Originals placed in the feeder are automatically fed sheet by sheet to the scanning area of the platen glass. The feeder also automatically turns over two-sided originals to make one- or two-sided copies. (See “Feeder Parts and Functions,” on p. 1-13.)

④ **Main Power Switch**

Press to the “I” side to turn the power ON. (See “Main Power and Control Panel Power,” on p. 1-16.)

⑤ **Paper Drawer 1**

Holds up to 250 sheets of paper (22 lb bond (80 g/m^2)).

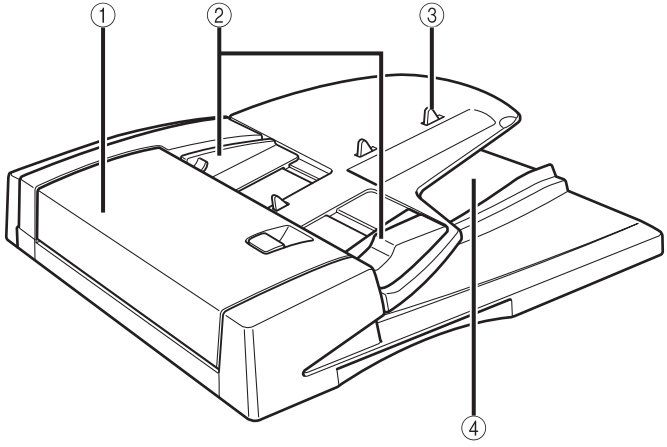
⑥ **Paper Drawer 2 (Optional equipment for the imageRUNNER 2018i)**

Holds up to 250 sheets of paper (22 lb bond (80 g/m^2)).

NOTE

For more information on optional equipment that can be attached to the machine, see Chapter 3 “Optional Equipment.”

Feeder Parts and Functions



CAUTION

Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught. Also, be careful not to drop objects, such as paper clips into the gaps, as doing so may cause damage to the machine or cause it to break down.

IMPORTANT

- When using the platen glass to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder.
- If the original output area is blocked, originals may get damaged, and printing may not be performed correctly. Therefore, do not place any objects in the original output area.

① **Feeder Cover**

Open this cover to remove jammed originals.

② **Slide Guides**

Adjust the slide guides to match the width of the originals.

③ **Original Supply Tray**

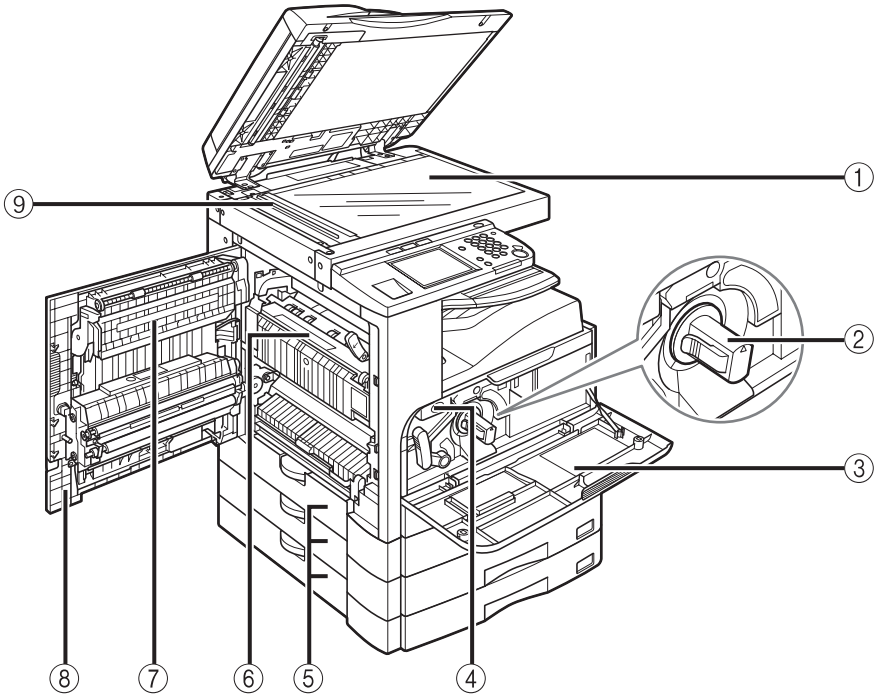
Originals placed here are automatically fed sheet by sheet to the scanning area of the platen glass. Place originals into this tray with the surface that you want to scan face up.

④ **Original Output Tray**

Originals that have been scanned from the original supply tray are output to the Original Output Tray in the order that they are fed into the feeder.

Internal View

The imageRUNNER 2018i with the optional Cassette Feeding Module-P1 and Cassette Feeding Module-Q1 attached.



① **Platen Glass**

Place originals here when scanning books, thick originals, thin originals, transparencies, etc.

② **Toner Cartridge**

When toner runs out, pull out the toner cartridge, and replace it with a new one.

③ **Front Cover**

Open this cover to replace the toner cartridge or drum unit. (See “Replacing the Toner Cartridge,” on p. 7-19.)

④ **Drum Unit**

When the drum unit is full of waste toner, replace it with a new one.

⑤ **Paper Drawer’s Left Covers**

Open these covers to clear paper jams in Paper Drawers 2, 3, and 4.

⑥ **Fixing Unit**

If a paper jam occurs in the fixing unit, remove the jammed paper carefully. (See “Fixing Unit (Inside the Main Unit),” on p. 8-8.)

⑦ **Duplex Unit**

The duplex unit enables you to use the 2-Sided mode for copying or printing.

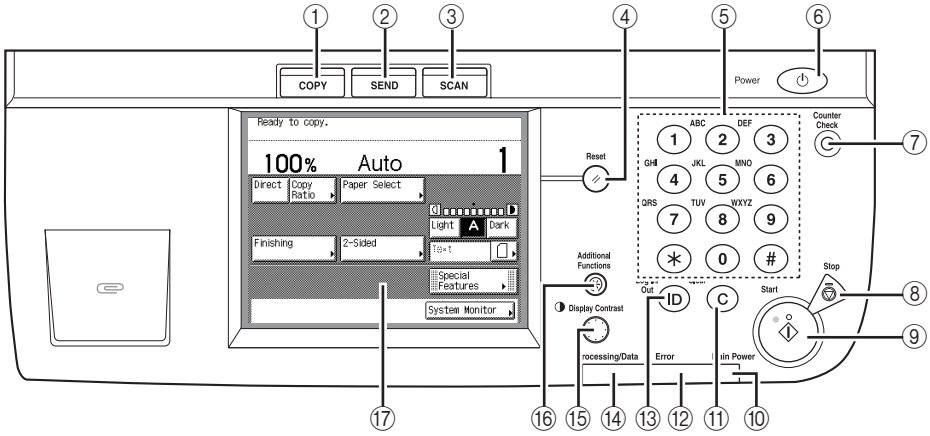
⑧ **Left Cover**

Open this cover to clear a paper jam inside the main unit.

⑨ **Scanning Area**

Originals placed in the feeder are scanned here.

Control Panel Parts and Functions



① **COPY key**

Press to use the Copy function. The Copy Basic Features screen appears on the touch panel display.

② **SEND key**

Press to use the Send function. The Send Basic Features screen appears on the touch panel display.

③ **SCAN key**

Press to enable the Network Scan function. (See the *Color Network ScanGear User's Guide*.)

④ **Reset key**

Press to restore the standard settings of the machine.

⑤ **Numeric keys**

Press to enter numerical values.

⑥ **Control Panel Power Switch (Sub Power Supply)**

Press to turn the control panel ON or OFF. When the control panel is turned OFF, the machine is in the Sleep mode.

⑦ **Counter Check key**

Press to display the copy and print count totals and the machine's serial number on the touch panel display.

⑧ **Stop key**

Press to stop a job in progress, such as a scan or copy job.

⑨ **Start key**

Press to start an operation.

⑩ **Main Power Indicator**

Lights when the main power is turned ON.

⑪ **Clear key**

Press to clear entered values or characters.

⑫ **Error Indicator**

Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

⑬ **Log In/Out key**

Press when setting or enabling Department ID Management.

⑭ **Processing/Data Indicator**

Flashes or blinks green when the machine is performing operations. When the Processing/Data indicator maintains a steady green light, a job is waiting or a document has been received in memory.

⑮ **Display Contrast Dial**

Use to adjust the brightness of the touch panel display.

⑯ **Additional Functions key**

Press to specify additional functions.

⑰ **Touch Panel Display**

The settings screen for each function is shown on this display.

Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch.

How to Turn ON the Main Power

This section explains how to turn ON the main power.

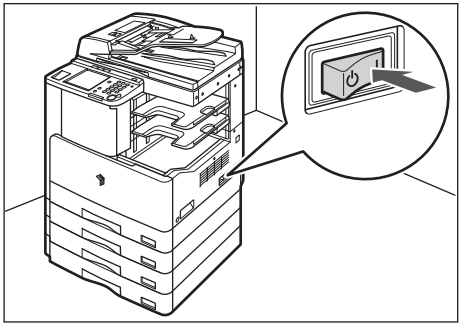
1 Make sure that the power plug is firmly inserted into the power outlet.

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

2 Press the main power switch to "I" side. The main power switch is located on the right side of the machine.

If you want to turn the main power OFF, first turn the control panel power switch OFF, and then press the main power switch to the "⏻" side.



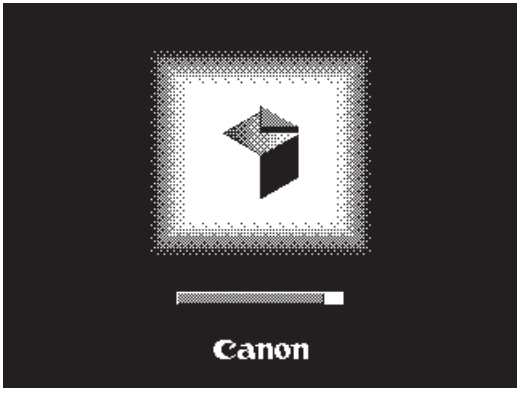
The main power indicator on the control panel lights when the main power switch is turned ON.

IMPORTANT

If the main power indicator does not light up, make sure that the power cord is properly inserted into the power outlet.

3 The screen shown below is displayed while the system software is loading.

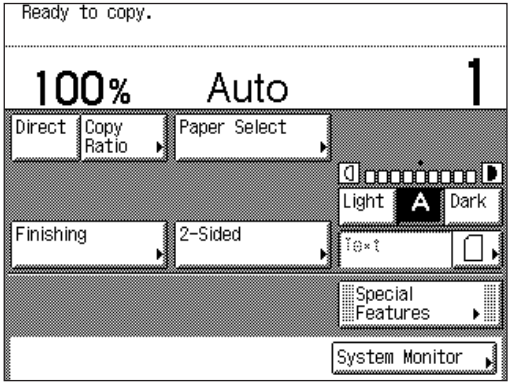
The Start Up screen is displayed until the machine is ready to scan.



If a message is displayed on the touch panel display, proceed to step 4.

The machine is ready to scan in approximately eight seconds (at a room temperature of 68°F) after the screen above appears.

The screen below is displayed when the machine is ready to scan.



IMPORTANT

- If you turn OFF the main power, wait at least 10 seconds before turning the main power back ON.
- Do not turn the main power OFF if you want to be able to send or receive I-fax or fax documents. Sending or receiving I-fax or fax documents cannot be done when the main power is turned OFF.
- If User ID Management is set to 'On', the machine will take longer to become ready to scan.

NOTE

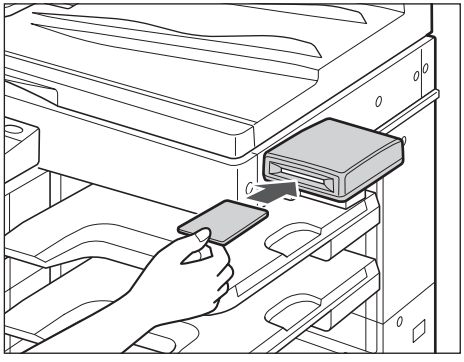
- Once the message <Ready to copy.> appears on the touch panel display, you can specify settings. Copying or printing begins automatically, as soon as the machine finishes warming up. (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)
- In the case above, the default settings are selected.
- The default copy settings are:
  - Copy Ratio: Direct (100%)
  - Paper Selection: Auto Paper Selection
  - Copy Exposure: Automatic Exposure Adjustment
  - Copy Quantity: 1
  - Original Type: Text
  - Copy Function: 1▶1-sided copy
- The default settings for each function (Copy, Send, and Fax) of the machine are already set at the factory, but you can change them to suit your needs. (See Chapter 4, "Customizing Settings," in the *Copying Guide*, and Chapter 8, "Customizing Communications Settings," in the *Sending and Facsimile Guide*.)
- You can select which functions to display on the Basic Features screen when turning the main power ON, according to the Additional Functions settings. (See "Initial Function at Power ON," on p. 4-17.)

4 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

If there are no messages displayed, this step is unnecessary.

● If the message <You must insert a control card.> appears:

❑ Insert a control card into the optional Card Reader-E1.



The Basic Features screen is displayed.

NOTE

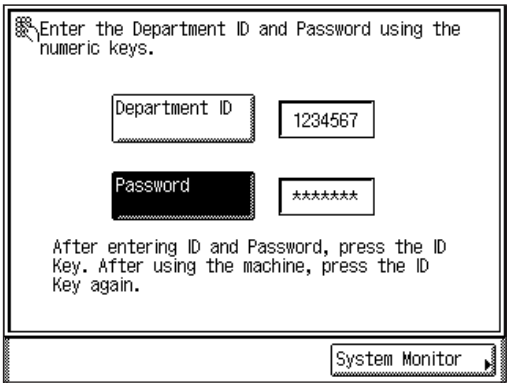
- If the optional Card Reader-E1 is not attached, this message will not appear.
- For instructions on using the optional Card Reader-E1, see “Card Reader-E1,” on p. 3-14.

● **If the message <Enter the Department ID and Password using the numeric keys.> appears:**

❑ Press [Department ID] → enter the Department ID using ⓪ - ⑨ (numeric keys).

❑ Press [Password] → enter the password using ⓪ - ⑨ (numeric keys).

❑ Press ⓘⓓ (Log In/Out).


Enter the Department ID and Password using the numeric keys.
Department ID
1234567
Password
****
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

The Basic Features screen is displayed.

NOTE

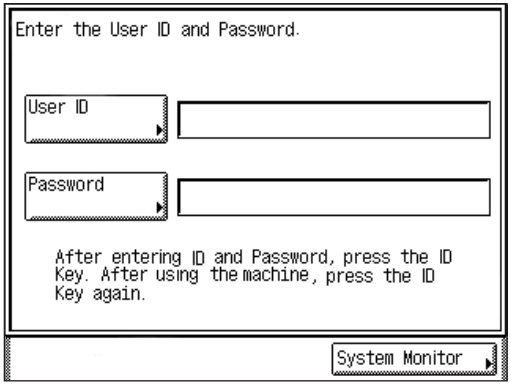
- If the Department ID and password have not been set, this message will not appear.
- For instructions on entering the Department ID and password, see “Entering the Department ID and Password,” on p. 2-22.

● **If the message <Enter the User ID and Password.> appears:**

❑ Press [User ID] → enter the User ID → press [OK].

❑ Press [Password] → enter the password → press [OK].

❑ Press ⓘⓓ (Log In/Out).


Enter the User ID and Password.
User ID
Password
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

The Basic Features screen is displayed.

IMPORTANT

The machine will enter sleep mode if the main power switch is pressed when the machine's power is ON and the optional Cassette Heater Unit-34 is connected. For details about the optional Cassette Heater Unit-34, contact your local authorized Canon dealer.

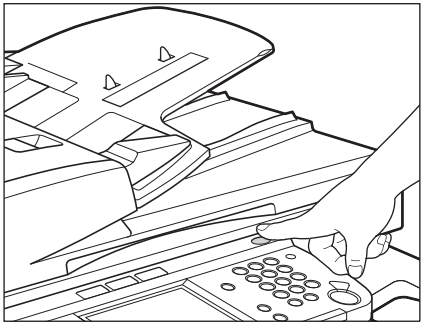
NOTE

For instructions on entering the User ID and password on the User ID Management screen, see "Entering a User ID and Password," on p. 2-25.

Control Panel Power Switch

To turn the control panel ON or OFF, press the control panel power switch. When turned OFF, the machine is in the Sleep mode.

Control Panel Power Switch	Machine Status
ON	Standby mode (ready for immediate copying or printing)
OFF	Sleep mode



NOTE

- The machine can receive and print documents from a personal computer when it is in the Sleep mode. I-fax/fax documents can also be received while the machine is in the Sleep mode.
- The energy consumption while the machine is in the Sleep mode can be set from the Additional Functions screen. (See “Energy Consumption in the Sleep Mode,” on p. 4-37.)
- The machine will not enter the Sleep mode if it is scanning or printing. (See “Auto Sleep Time,” on p. 4-67.)
- It takes approximately 10 seconds for the machine to recover after the Sleep mode is deactivated.
- If Energy Consumption in Sleep Mode is set to ‘Low’, it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

System Settings

It is necessary to set up the machine before using it on a network, as a printer, or with the Send or optional Fax function.

To set up the machine, refer to the following guides or sections for instructions:

■ **Connecting the Machine to the Network**
See the *Network Quick Start Guide*.

■ **Setting Up the Network**
See the *Network Guide*.

■ **Setting Up the Printer**
See the *PCL/UFR II Printer Guide*.

■ **Installing the Printer Driver**
See the *PCL Driver Guide* or *UFR II Driver Guide*.

■ **Using the Send Function**
See the *Sending and Facsimile Guide*.

■ **Using the Fax Function**
See the *Sending and Facsimile Guide*.

■ **Date and Time Settings**
See “Current Date and Time,” on p. 4-62.

■ **System Manager Settings**
See “Specifying the System Manager Settings,” on p. 6-2.

Obtaining and Registering a License Key

If you use the Barcode Printing Kit, it is necessary to register a license key in License Registration in System Settings (from the Additional Functions screen).

NOTE

For information on the Barcode Printing Kit, see the *Bar Code Printing Guide*.

Obtaining a License Key

A license key can be obtained by using a web browser to access the license management system. Access the system by entering the following URL:
http://www.canon.com/lms/license/

■ Administration Numbers That Are Necessary to Obtain a License Key

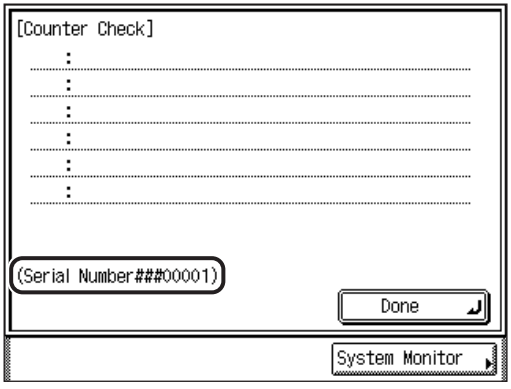
Follow the procedure displayed on the screen. The following administration numbers are necessary to obtain the license key:

- License Access Number

  Check the License Access Number Certificate that is included in the provided package.

- Device Serial Number

  Press [Counter Check] on the control panel of your machine to view the device serial number.

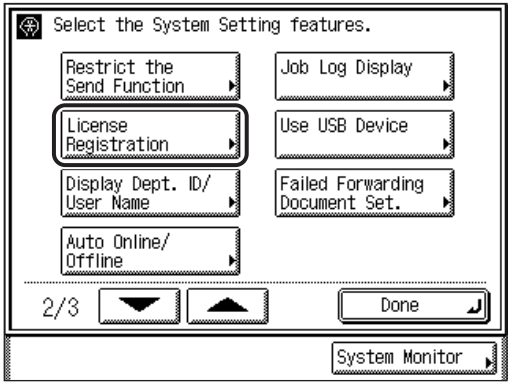


Registering a License Key

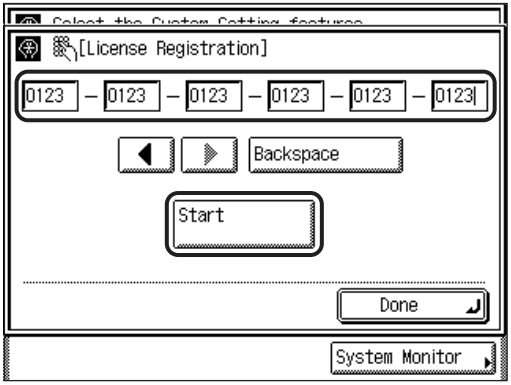
You need to register a license key in your machine to activate the bar code printing function.

1 **Press (Additional Functions) → [System Settings].**

2 **Press [▼] or [▲] until [License Registration] appears → press [License Registration].**



3 Enter the license key using ⓪ - ⑨ (numeric keys) → press [Start].

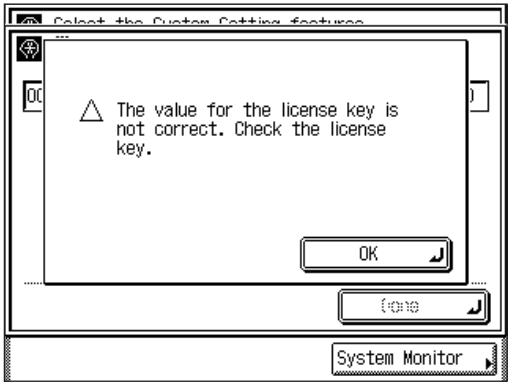


Details of each item are shown below.

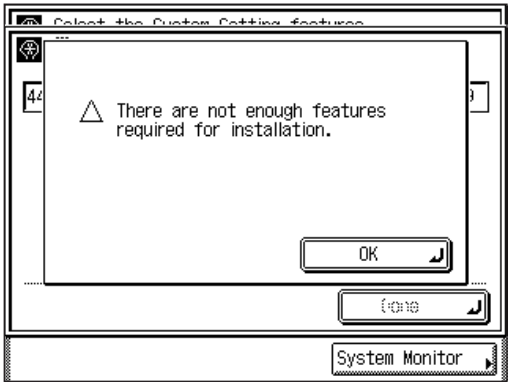
[◀] [▶]: Press to move the position of the cursor.

[Backspace]: Press to delete the last number entered.

If the following screen is displayed, press [OK] → enter the correct license key.



If the following screen is displayed, the license key cannot be registered. Press [OK], and then cancel the registration. Check if the required option or function is properly installed in the machine.



The message <Installation was successful.> appears.
License registration is complete.

4 Press [OK].

5 Press [Done] repeatedly until the Basic Features screen appears.

NOTE

The function you have registered is enabled only after you restart your machine (the main power switch is turned OFF, and then back ON again). (See “Main Power and Control Panel Power” on p. 1-16.)

Basic Operations

2
CHAPTER

This chapter describes the main features and basic operations of the machine.

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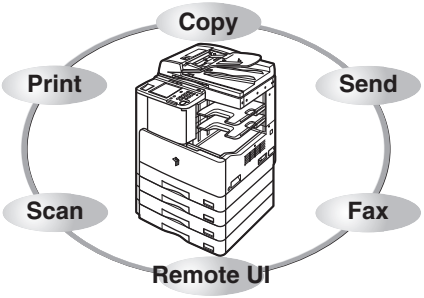
What This Machine Can Do

All the elements you will ever need in a digital multitasking machine.



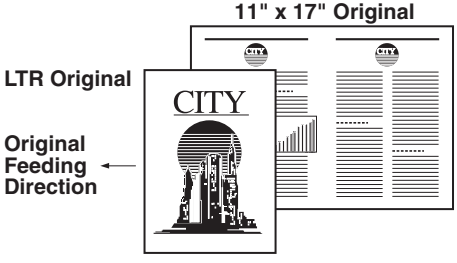
The imageRUNNER 2030i/2025i/2022i/2018i incorporates a rich array of input and output features that can greatly enhance your efficiency.

Equipped with features that meet the needs of document work in a digitized environment, the imageRUNNER 2030i/2025i/2022i/2018i represents the ultimate in digital multitasking machines.

Copying

See the *Copying Guide*

In addition to normal copying functions, convenient new functions, such as the Different Size Originals Mode for copying originals of different sizes together in one copy operation, are provided to increase your productivity.

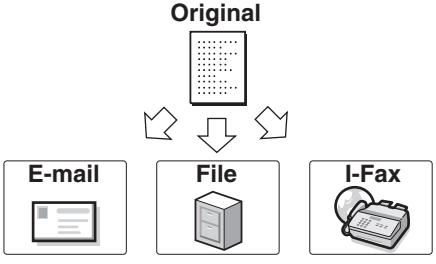


Different Size Originals Mode

Sending

See the *Sending and Facsimile Guide*

The Send function enables you to send scanned image or document data to file servers, or send it by e-mail or I-fax. A variety of file formats are supported (TIFF and PDF (for sending black-and-white scanned images or document data); and JPEG and PDF (Compact) (for sending color scanned images or document data)). These file formats offer you greater flexibility in accommodating digital workplace environments.

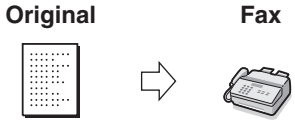


Faxing (Optional)*

See the *Sending and Facsimile Guide*

This machine's Super G3 fax function is compatible with most Super G3 fax machines used in office environments. If the optional Super G3 FAX Board and Fax Driver are installed, you can send facsimiles from your computer.

* The optional Super G3 FAX Board is required.



Printing

See the *PCL/UFR II Printer Guide*

This machine uses UFRII LT (Ultra Fast Rendering II LT) Technology, which utilizes a newly invented printing algorithm to minimize file processing and achieve maximum performance. Also, the PCL Printer function* enables you to use the machine as an emulation printer of PCL5e and PCL6.

* With the optional Barcode Printing Kit, you can also use the BarDIMM function. (See the *Bar Code Printing Guide*.)

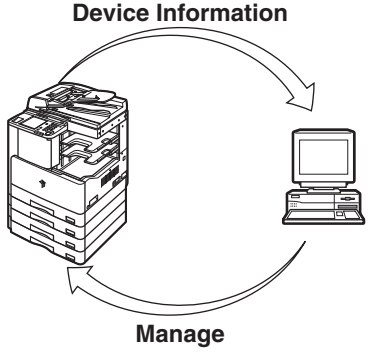
Network Interface

See the *Network Guide*

This machine can be connected to a network using Ethernet (standard equipment). Connecting to a network enables you to use utility software, including the Remote UI, NetSpot*, etc.

NetSpot enables you to manage and make various settings for the printers and copiers connected to a network from a PC.

* NetSpot can be downloaded from Canon's Web site (http://www.usa.canon.com).

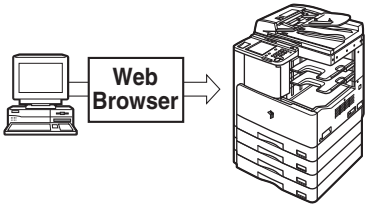


Using the Remote User Interface

See the *Remote UI Guide*

You can control functions, such as confirming the status of the machine, job operations, and printing instructions, all from your PC's Web browser.

The imageRUNNER 2030i/2025i/2022i/2018i comes standard equipped with a direct Ethernet connection interface. Once the Ethernet interface port is configured properly, the imageRUNNER 2030i/2025i/2022i/2018i can be controlled and set up through the Remote UI and network. Also, if the optional Super G3 FAX Board and Fax Driver are installed, you can use the Remote UI to fax from your PC using the Ethernet connection. For instructions on configuring the Ethernet port, see the *Network Guide*.

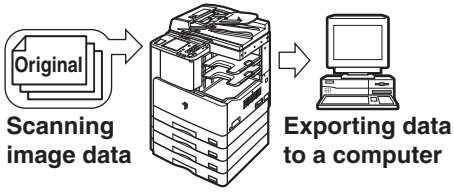


Network Scanning

See the *Color Network ScanGear User's Guide*

The Network Scan function enables you to use the imageRUNNER 2030i/2025i/2022i/2018i as a conventional scanner. You can scan a document using the machine, and read the data in an application you are using on your computer. To use this function, the machine is required to be connected to a network, and the Color Network ScanGear software* installed at your computer. You can scan images of up to 11" x 17" in size at a resolution of 600 x 600 dpi.

* The Color Network ScanGear software is supplied on the accompanying CD-ROM. For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.



Overview of the imageRUNNER 2030i/2025i/2022i/2018i

Most operations on this machine are executed from the touch panel display. By pressing the keys according to the instructions on the touch panel display, you can utilize the functions of this machine efficiently.

CAUTION

Press the touch panel display keys gently with your fingers. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display or break it.

NOTE

Before using the touch panel display, peel off the protective film from the display.

Switching the Functions Indicated on the Touch Panel Display

After the power is turned ON, the following screen appears on the touch panel display. You can press COPY (COPY), SEND (SEND), or SCAN (SCAN) on the control panel, or [System Monitor] on the touch panel display to change functions. (See “Initial Function at Power ON,” on p. 4-17.)

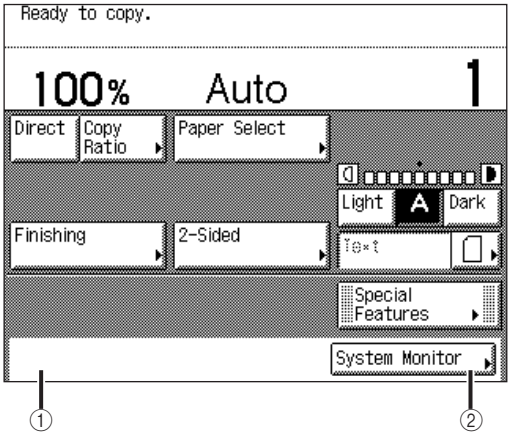
The area on the bottom of the touch panel display is used for messages that indicate the status of the machine. The System Monitor key, which enables you to check the status of the various devices, jobs, and consumables, is also displayed here.

NOTE

You can set the initial screen (the first screen that appears when the machine is turned ON) from the Additional Functions screen. The initial screen can be the Copy, Send, Scan, or System Monitor screen.

■ Keys Displayed on the Touch Panel Display

The Copy Basic Features screen is shown as an example below.



① **Job/Print Status Display Area**

The progress of jobs and copy operations, and the status of devices and consumables are displayed here. Also, the current Department ID or user name can be displayed here. (See “Displaying the Current Department ID/User Name,” on p. 6-53.)

② **System Monitor**

Press this key to check or cancel jobs, and to check the job log. You can also check the current status of the machine. (See Chapter 5, “Checking Job and Device Status.”)

User Management and Restriction

You can manage users and restrict access to the machine to the users who are registered in the machine.

■ Department ID Management

If Department ID Management in System Settings (from the Additional Functions screen) is set to ‘On’, only the users who enter the correct Department ID and password can gain access to the machine. (See “Department ID Management,” on p. 6-6.)

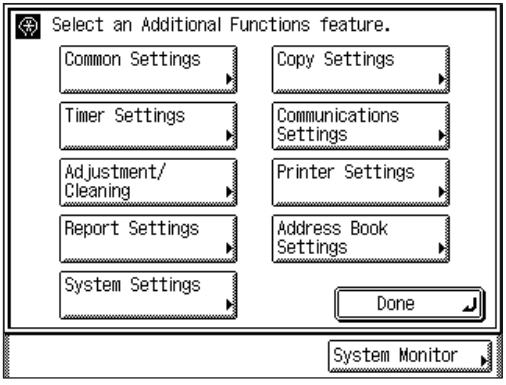
■ User ID Management

User ID Management is linked to the Department ID Management function of this machine. User ID Management enables you to register a User ID (from 0001 to 1,000) and a password from the Remote UI. For more information on registering the User ID and password, see the *Remote UI Guide*.

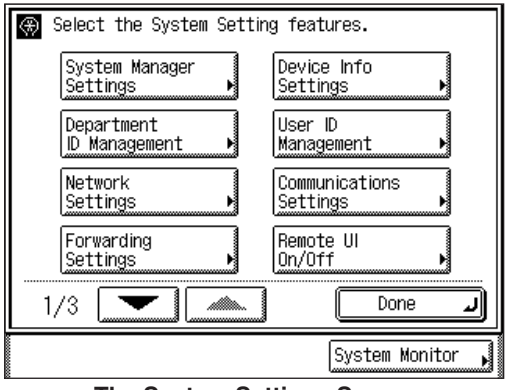
Specifying Settings

The Additional Functions screen appears when you press (Additional Functions). The Additional Functions screen enables you to make common settings related to many functions of the machine, as well as customize specific functions to suit your needs. For more information on the settings not explained in this manual, see the following manuals:

- Copy Settings: The *Copying Guide*
- Communications Settings, Fax Settings, Address Book Settings, and Report Settings: The *Sending and Facsimile Guide*
- Printer Settings: The *PCL/UFR II Printer Guide*
- Network Settings: The *Network Guide*
- Remote UI Settings: The *Remote UI Guide*



The Additional Functions Screen



The System Settings Screen

NOTE

- Settings made from the Additional Functions screen are not changed even if you press (Reset).
- For instructions on customizing settings, see Chapter 4, “Customizing Settings.”
- For instructions on specifying System Settings, see Chapter 6, “System Manager Settings.”
- For instructions on specifying Printer Settings, see the *PCL/UFR II Printer Guide*.
- For instructions on specifying Network Settings, see the *Network Guide*.

Using the Sleep Mode to Conserve Power

You can conserve power efficiently by setting the Sleep mode.

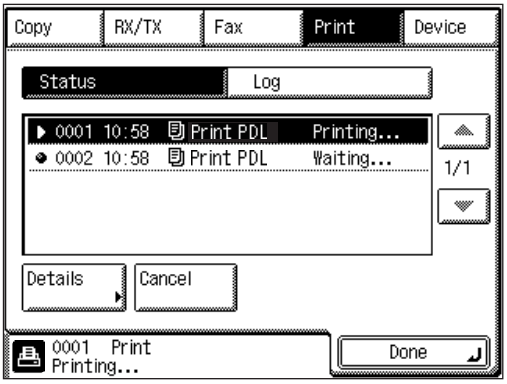
You can set the machine to enter the Sleep mode manually, by pressing the control panel power switch, or specify to have the machine enter the Sleep mode at a preset time. (See “Auto Sleep Time,” on p. 4-67.) To reactivate the machine, press the control panel power switch again.

NOTE

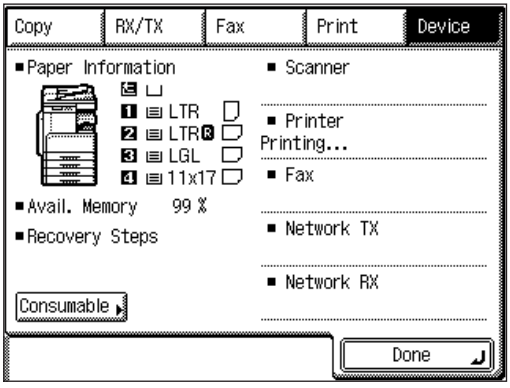
- The touch panel display turns OFF when the machine enters the Sleep mode.
- The machine can continue to receive I-fax/fax documents, and process or print data sent from computers even if the machine is in the Sleep mode.
- The machine may not enter the Sleep mode completely depending on certain conditions. (For more information, see “Energy Consumption in the Sleep Mode,” on p. 4-37.)
- Turn the control panel power switch OFF when not using the machine for a prolonged period of time, for example, at night.
- The Auto Sleep mode can be set from 3 to 30 minutes. The default setting is ‘5 minutes.’ (See “Auto Sleep Time,” on p. 4-67.)
- If Energy Consumption in Sleep Mode is set to ‘Low’, it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

Checking and Canceling Print Jobs

The System Monitor screen enables you to check the status of the machine or cancel print jobs.



The System Monitor Screen (Print)



The System Monitor Screen (Device Status)

NOTE

- For instructions on checking the status of Copy, Fax, and Send jobs, see Chapter 5, “Checking Job and Device Status,” in this manual, and Chapter 7, “Checking/Changing the Send/Receive Status,” in the *Sending and Facsimile Guide*.
- The icons that appear in the Job/Print Status Display Area (on the bottom left of the screen) are described below.

Icon (Type of Job)	Description
	Copy Job
	Send Job
	Fax Job
	Printer Job
	Report Job
	Additional Functions Job

Icon (Machine Status)	Description
	Error
	Paper Jam
	Staple Jam
	Replace Toner Cartridge

Other Useful Functions

Other useful functions include:

■ Auto Drawer Switching

If a paper drawer runs out of paper during printing, the machine automatically locates another paper drawer loaded with the same size paper, and begins feeding paper from that paper drawer.

NOTE

- You can set whether a paper drawer is subject to automatic paper drawer switching for each function. The default setting is 'Off' for the stack bypass, and 'On' for the other paper drawers. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-30.)
- If the stack bypass is set to 'Off' for Auto Paper Selection/Auto Drawer Switching, and an optional cassette feeding module is not attached, the Auto Drawer Switching mode cannot be used for the imageRUNNER 2018i.

■ Auto Clear

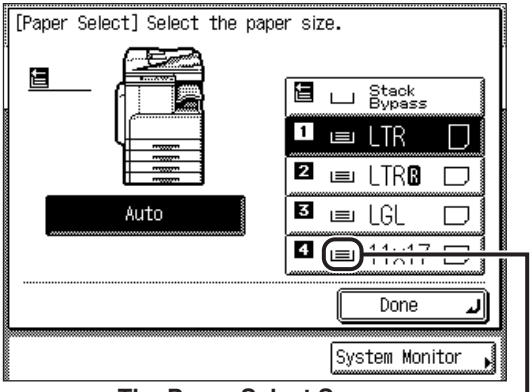
If the machine is not used for a period of approximately two minutes after the last print job or key operation is performed, the machine automatically restores the standard settings.

NOTE

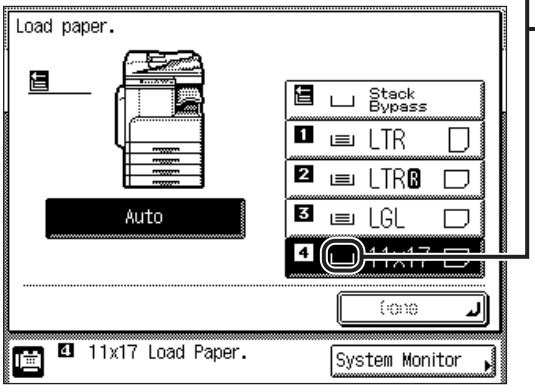
- You can set the Auto Clear Time from 0 to 9 minutes in one minute increments. The default setting is '2' minutes. (See "Auto Clear Time," on p. 4-68.)
- The Auto Clear mode does not activate if Auto Clear Time is set to '0'.

■ Paper Supply Indicator

The paper supply indicator shows whether paper is loaded in each paper drawer. appears on the Paper Select screen when paper is loaded in a paper drawer. blinks on the screen that appears when paper in a paper drawer has run out during printing. (See Chapter 2, “Basic Copying Features,” in the *Copying Guide*.)



The Paper Select Screen



Paper Supply Indicator

The Screen When Paper Has Run Out

■ Auto Orientation

Using information, such as the size of the original and zoom ratio, the machine automatically rotates the image to the most suitable orientation for the selected paper size.

If the image does not fit onto the paper after it is rotated, the machine will not rotate the image, and will print it as is, with part of the image cut off.

Even if Auto Orientation is set to ‘On’, the image is not rotated if nonstandard paper is loaded in the stack bypass, or if the Different Size Originals mode is set. (See Chapter 4, “Customizing Settings,” in the *Copying Guide*.)

Using the Touch Panel Display

This section describes the keys that are frequently used on the touch panel display. Information on how to adjust the brightness of the touch panel display is also provided.

CAUTION

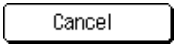
Press the touch panel display keys gently with your fingers. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display or break it.

NOTE

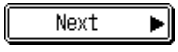
Before using the touch panel display, peel off the protective film from the display.

Frequently Used Keys

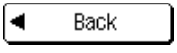
The following keys on the touch panel display are used frequently:



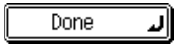
Press to cancel the mode that you are currently setting, or a mode that has already been set, on screens other than the Additional Functions screen. Also, press to close the current mode's setting screen, and keep the original settings set from the Additional Functions screen.



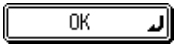
Press to confirm the current settings and proceed to the next step in the procedure.



Press to go back to the previous step in the procedure, without saving the current settings.



Press to close the current screen.

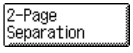
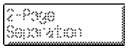


Press to confirm the current settings of a mode.

Touch Panel Key Display

When you press a key on the touch panel display, that key is highlighted, and the corresponding mode is set. When you set certain modes, the characters on some keys may become grayed out. You cannot press keys that are grayed out. This means that you cannot set these modes in combination with the presently set mode.

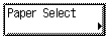
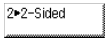
■ Mode Setting Keys

State of Keys	Description
	The 2-Page Separation mode is not set, and can be selected.
(The key is highlighted)	The 2-Page Separation mode is set, and can be selected.
 (The characters on the key are grayed out.)	The 2-Page Separation mode cannot be set in combination with the presently set mode.

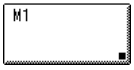
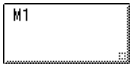
■ Keys That Indicate When a Mode Is Turned On or Off

Mode Is Turned Off	Mode Is Turned On
	(Highlighted)

Keys that have a right triangle (▶) indicate that those keys have additional screens to set their functions. If you press a key that does not have a right triangle (▶), it turns that mode on or off.

Keys That Display Additional Settings	Keys That Turn Modes On/Off
	

Keys that have a solid square (■) in the lower right corner and that appear on screens for storing settings, are keys that already have settings stored in them.

Settings Are Stored	No Settings Are Stored
	

■ Keys That Display a Drop-Down List

Pressing a key that has a right triangle (▶) to the right of the name of the selection, displays a drop-down list containing other setting options.

Before Selection	Drop-Down List	After Selection

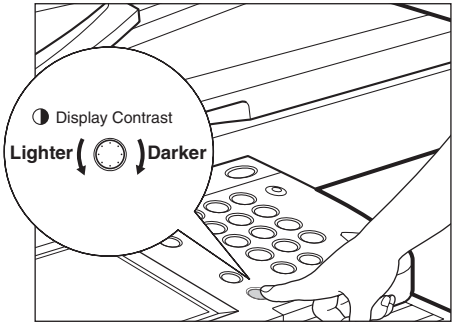
■ Numeric Keys

Anytime the numeric keys icon is displayed on the screen, or if you see a message, as the one shown below, you can use the numeric keys on the control panel to enter values.

[Copy Ratio] Numeric key entry OK.	You can enter values using the numeric keys on the touch panel display or the control panel.
[Date & Time Settings] Use the numeric keys.	You can only enter values using the numeric keys on the control panel.

Adjusting the Brightness

If the touch panel display is difficult to view, use the display contrast dial on the control panel to adjust its brightness.



NOTE

To make the touch panel display brighter, turn the dial counterclockwise. To make it darker, turn the dial clockwise.

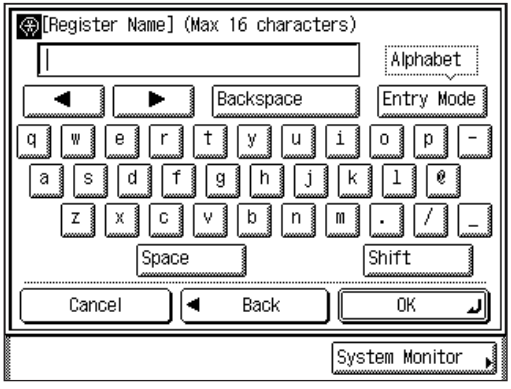
Entering Characters from the Touch Panel Display

For screens that require alphanumeric entries, enter characters using the keys displayed on the touch panel display, as shown below.

Alphanumeric Characters

Example: Enter <Canon>.

1 To enter alphanumeric characters, make sure that <Alphabet> is displayed above [Entry Mode].



Press [Entry Mode] to switch between <Alphabet> and <Other>.

2 Enter <Canon>.

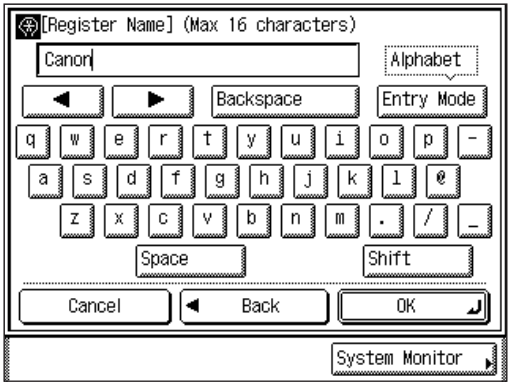
To enter uppercase letters, press [Shift].

To enter a space, press [Space].

To move the cursor, press [◀] or [▶].

To enter symbols, press [Entry Mode] → select [Other] → enter the desired symbols.

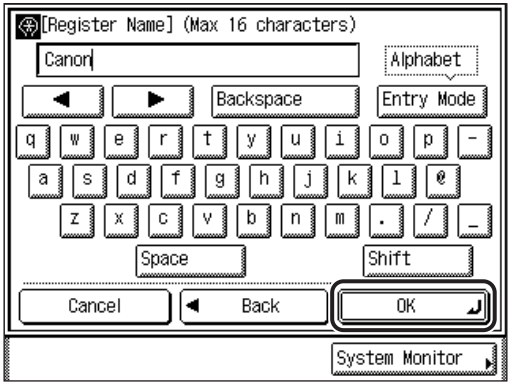
The characters you entered are displayed, as shown below.



NOTE

- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor on the right side of the characters to be deleted → press [Backspace] to delete the characters → enter the correct characters.
- To delete all of the characters you have entered, press ⓒ (Clear).
- The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.

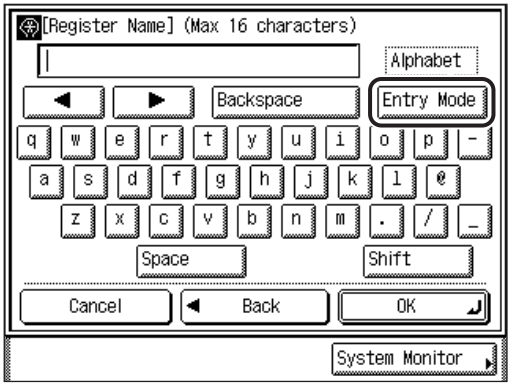
3 When you have entered all characters, press [OK].



Symbols

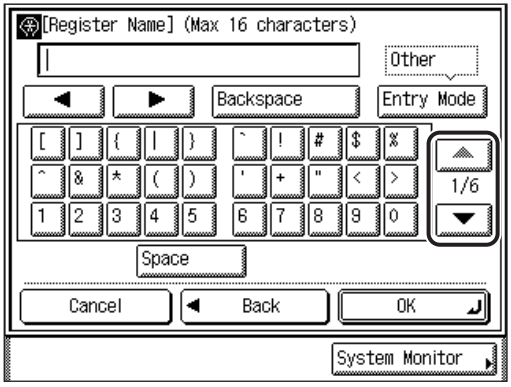
Example: Enter <é>.

1 Press [Entry Mode] → select [Other].



Press [Entry Mode] to switch between <Alphabet> and <Other>.

2 Press [▼] or [▲] to display the symbol that you want to enter.



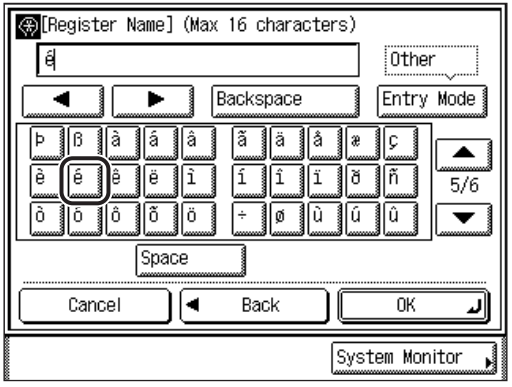
3 Press [é].

To enter a space, press [Space].

To move the cursor, press [◀] or [▶].

To enter alphanumeric characters, press [Entry Mode] → select [Alphabet] → enter the desired characters.

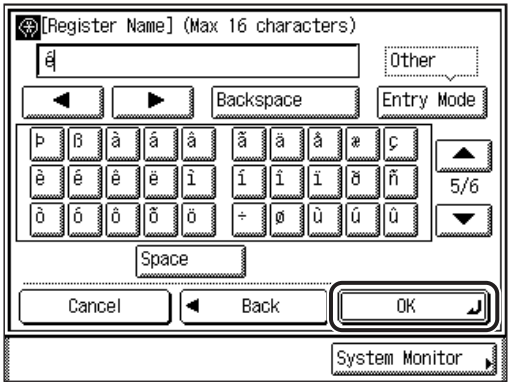
The characters you entered are displayed, as shown below.



NOTE

- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor on the right side of the characters to be deleted → press [Backspace] to delete the characters → enter the correct characters.
- To delete all of the characters you have entered, press ⓒ (Clear).
- The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.

4 When you have entered all characters, press [OK].



Values in Inches

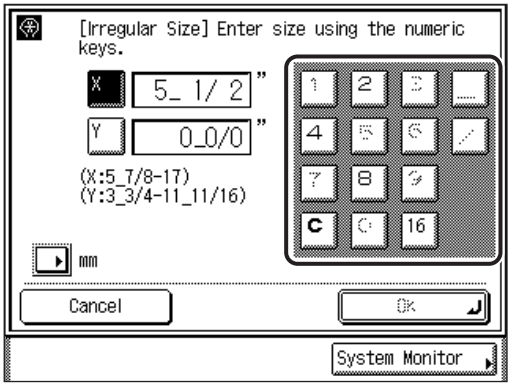
If you want to enter values in inches in all modes which require a numeric entry, set Inch Entry to 'On' in Common Settings (from the Additional Functions screen). (See "Inch Entry," on p. 4-28.) This enables you to enter values in inches when you press [Inch] on a screen requiring a numeric entry or measurement.

The default entry mode for numeric values is inches, but you can change it to millimeters by turning the Inch Entry mode 'Off'.

The following example shows you how to enter 5 1/2" for the X (horizontal) value when specifying an irregular paper size.

---

1 Press [5] → [_] → [1] → [/] → [2] using the numeric keys on the touch panel display.



The entered values are displayed, as shown above.

NOTE

- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- You can enter only 2, 4, 8, or 16 as the denominator.
- The value entered in inches is converted to millimeters by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.
- To enter values in millimeters, press [mm].

Entering the Department ID and Password

If Department ID Management has been set, the Department ID and password must be entered before using this machine.

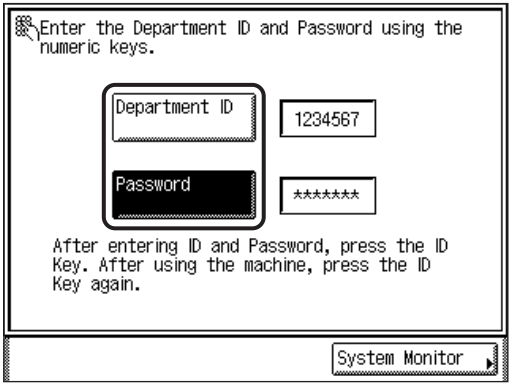
NOTE

- For instructions on setting the Department ID and password, see “Department ID Management,” on p. 6-6.
- If you are using a control card for Department ID Management, the message <You must insert a control card.> appears on the touch panel display. Insert the control card into the card slot. (See “Card Reader-E1,” on p. 3-14.)
- The use of some functions may be restricted, and a screen asking you to enter your Department ID and password or insert your control card may appear while you are using the machine. Follow the instructions on the touch panel display to continue using the selected function.

1 Enter your Department ID and password using 0 - 9 (numeric keys).

❑ Press [Department ID] → enter your Department ID.

❑ Press [Password] → enter the password.


Enter the Department ID and Password using the numeric keys.
Department ID
1234567
Password
****
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

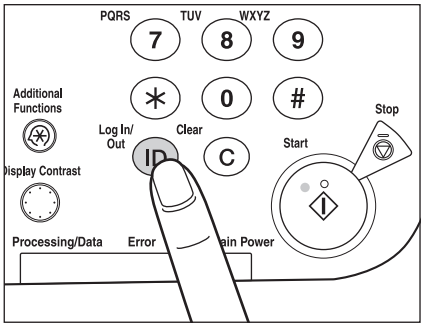
If no password has been set, proceed to step 2.

The numbers that you enter for the password are displayed as asterisks (*******).

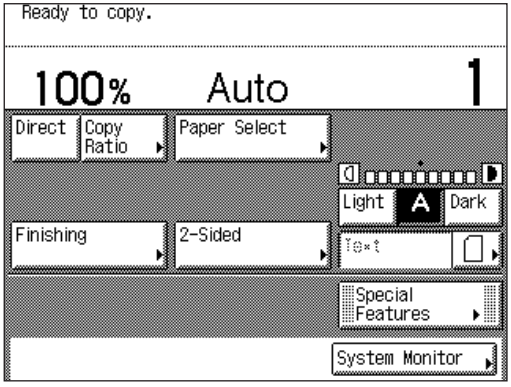
NOTE

If you make a mistake when entering the Department ID or password, press ⓒ (Clear) → enter the correct values.

2 Press ⓘⒹ (Log In/Out).



The Basic Features screen of the selected function appears on the touch panel display.

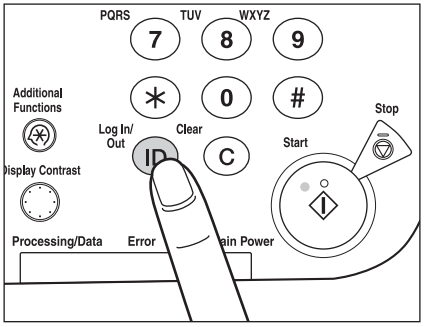


NOTE

- If using Department ID Management, the Department ID and message <After using the machine, press the ID key.> are displayed alternately at the bottom of the touch panel display.
- If the Department ID or password that you entered is incorrect, the message <This number has not been registered. Enter the number again.> appears. Repeat this procedure from step 1.

3 When your operations are complete, press ID (Log In/Out) on the control panel.

If you are using a control card, remove the control card, and take it with you. (See "Card Reader-E1," on p. 3-14.)



The screen for entering the Department ID and password appears.

NOTE

- To perform operations again, you have to re-enter your Department ID and password.
- If you do not press ID (Log In/Out) after you are finished operating the machine, any subsequent copies and scans for Send/Fax functions made are added to the total of the Department ID you previously entered.
- Even if you forget to press ID (Log In/Out) after you are finished operating the machine, the screen for entering the Department ID and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. 4-68.)
- After pressing ID (Log In/Out), all settings are canceled, and the machine returns to the screen for entering the Department ID and password.

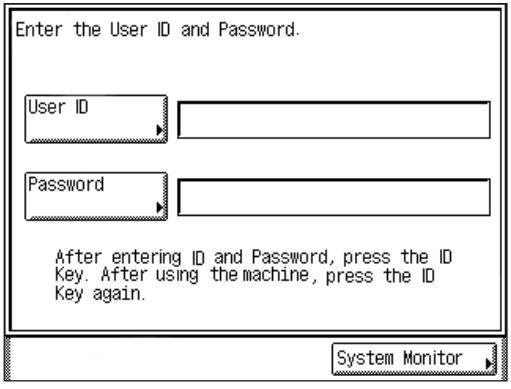
Entering a User ID and Password

If User ID Management in System Settings (from the Additional Functions screen) is set to 'On', and User IDs and passwords are registered in the machine, you must enter a User ID and password before using this machine.

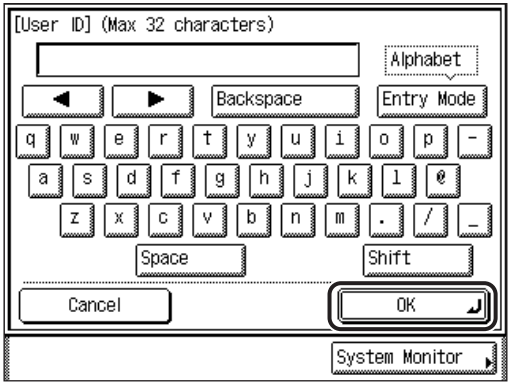
IMPORTANT

User IDs and passwords must be registered in the machine from the Remote UI beforehand. For instructions on registering a User ID and password, see the *Remote UI Guide*.

1 Press [User ID].

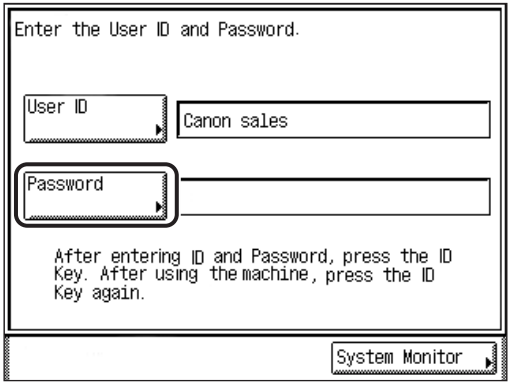

Enter the User ID and Password.
User ID
Password
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

2 Enter your User ID (up to 32 characters) → press [OK].

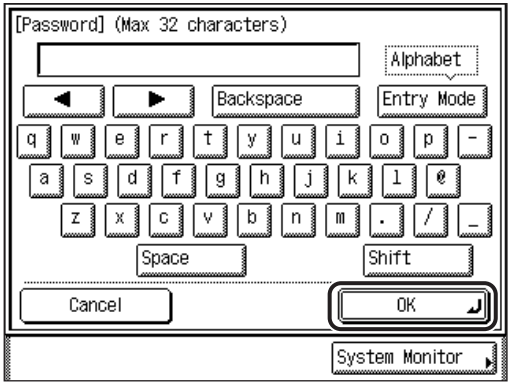


You can also enter the User ID using ⓪ - ⑨ (numeric keys).

3 Press [Password].

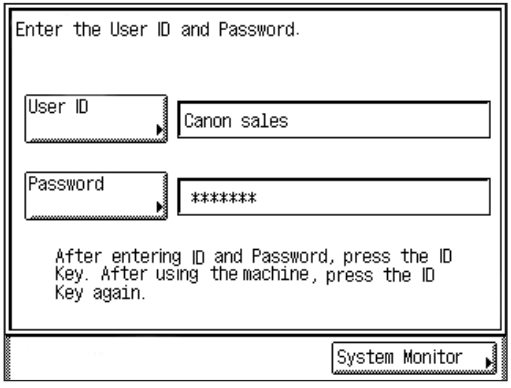

Enter the User ID and Password.
User ID
Canon sales
Password
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

4 Enter the password (up to 32 characters) → press [OK].



You can also enter the password using ⓪ - ⑨ (numeric keys).

5 Press ID (Log In/Out).

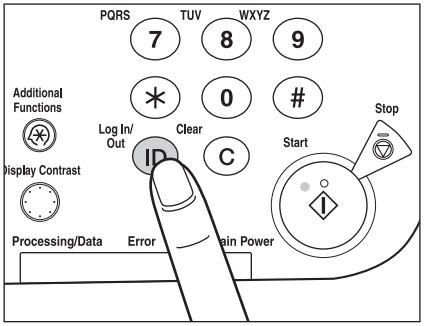

Enter the User ID and Password.
User ID
Canon sales
Password
****
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

The Basic Features screen of the selected function appears on the touch panel display.

NOTE

If the User ID or password that you entered is incorrect, the message <This number has not been registered. Enter the number again.> appears. Repeat this procedure from step 1.

6 When your operations are complete, press ID (Log In/Out) on the control panel.



The screen for entering the User ID and password appears.

NOTE

- To perform operations again, you have to re-enter your User ID and password.
- If you do not press ID (Log In/Out) after you are finished operating the machine, any subsequent copies and scans for Send/Fax functions made are added to the total of the User ID you previously entered.
- Even if you forget to press ID (Log In/Out) after you are finished operating the machine, the screen for entering the User ID and password automatically appears after the set Auto Clear Time elapses. (See “Auto Clear Time,” on p. 4-68.)
- After pressing ID (Log In/Out), all settings are cancelled, and the machine returns to the screen for entering the User ID and password.

Making Prints Using the Stack Bypass

If you are making prints on labels, transparencies, or nonstandard paper size stock, load the paper stock into the stack bypass.

IMPORTANT

- Note the following points when using the stack bypass:
  - Paper Quantity: one to approximately 80 sheets (22 lb bond (80 g/m^2), stack approximately 1/4" (5 mm) high)
  - Paper Size: 3 3/4" x 5 7/8" to 11 3/4" x 17" (95 mm x 148 mm to 297 mm x 432 mm)
  - Paper Weight: 17 to 32 lb bond (64 to 128 g/m^2)
  - Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/4" (5 mm) for heavyweight paper).
  - Depending on the paper storage conditions, it may not be possible to feed some paper into the stack bypass. In this case, set the amount of paper to less than 40 sheets (80 g/m^2).
- Do not load different size/type paper at the same time.
- Depending on the type of heavyweight paper you want to load, if you load multiple sheets of heavyweight paper into the stack bypass, a paper jam may occur. In this case, load only one sheet of heavyweight paper at a time.
- When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you are printing on envelopes, do not allow more than 10 envelopes to accumulate in the output tray. Always empty the output tray once 10 envelopes have accumulated.
- If you select [Irreg. Size] for copying, you cannot use the Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, or Image Combination mode. (See Chapter 1, “Introduction to Copying,” in the *Copying Guide*.)
- If you select [Envelope] for copying or printing, you cannot use the finishing modes, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, or Image Combination mode. (See Chapter 1, “Introduction to Copying,” in the *Copying Guide*.)

NOTE

- Envelopes may be creased in the printing process.
- For high-quality printouts, use paper recommended by Canon.
- For more information on paper types that can be used with this machine, see “Available Paper Stock,” on p. 2-44.

■ Standard Size

You can select standard inch paper, or A or B series paper.

■ Irregular Size

You can load nonstandard paper sizes (3 3/4" x 5 7/8" to 11 3/4" x 17" (95 mm x 148 mm to 297 mm x 432 mm)).

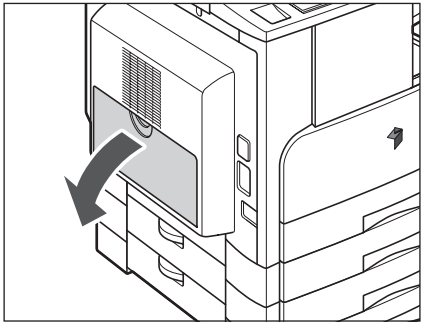
■ Envelope

The following envelope types/sizes can be loaded into the stack bypass:

- COM10: 4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)
- Monarch: 3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)
- DL: 4 3/8" x 8 5/8" (110 mm x 220 mm)
- ISO-C5: 6 3/8" x 9" (162 mm x 229 mm)
- ISO-B5: 9 7/8" x 7" (250 mm x 176 mm)

For more information on specific envelope types, see “Available Paper Stock,” on p. 2-44.

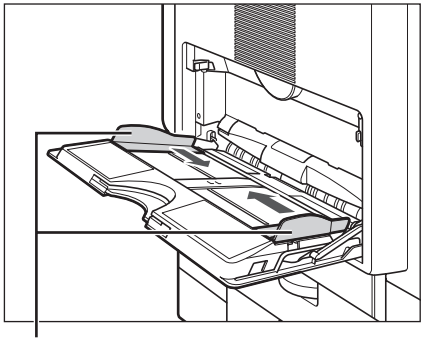
1 Open the stack bypass.



NOTE

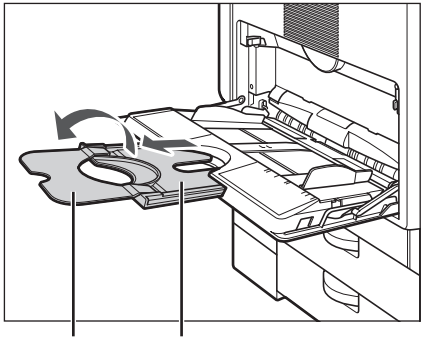
If the paper size you are going to load into the stack bypass is different from the paper size stored in Stack Bypass Standard Settings, set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Standard Paper for the Stack Bypass," on p. 4-42.)

2 Adjust the slide guides to match the size of the paper.



Slide Guide

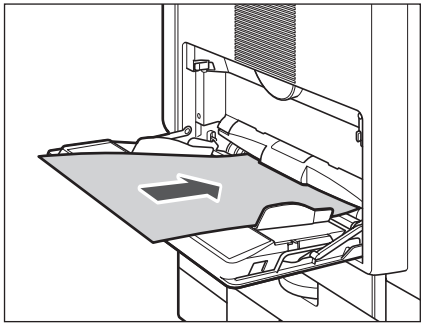
If you are feeding large size paper, pull out the auxiliary tray, and extend the tray extension.



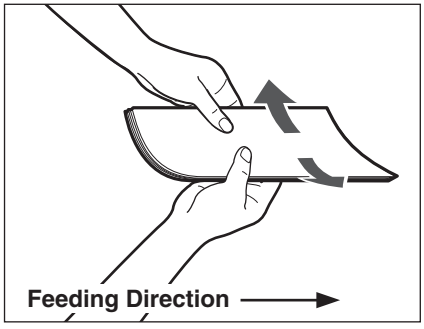
Tray Extension **Auxiliary Tray**

3 Load the paper into the stack bypass.

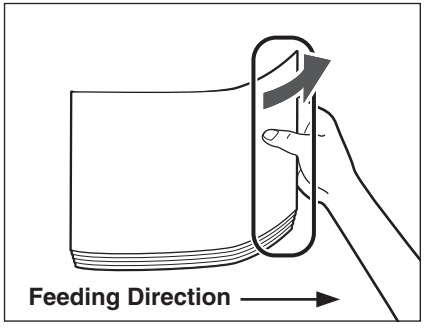
❑ Make sure that the height of the paper stack does not exceed the loading limit mark (▽).



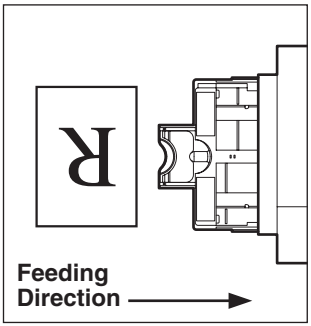
❑ When you use the stack bypass to make copies, straighten out curled paper prior to use, as shown below. Curled paper may cause a paper jam.



❑ If there is difficulty in straightening out curled paper, curl the front edges of the paper upward, as shown below.



❑ To print on the back side of preprinted paper, load the preprinted paper face up into the stack bypass, as shown in the illustration below.



The screen for selecting the paper size appears.

IMPORTANT

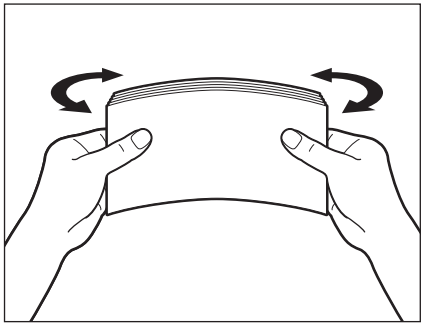
- When loading paper into the stack bypass, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.
- If you are printing on heavyweight paper or envelopes using the stack bypass, and find that the paper or envelopes are not being fed smoothly or evenly through the stack bypass, remove the paper or envelopes, curl the feeding edges upward approximately 1/8" (3 mm), and then reload the paper or envelopes. Curling the feeding edges enables the rollers to grip the paper or envelopes as they are fed into the machine from the stack bypass.

NOTE

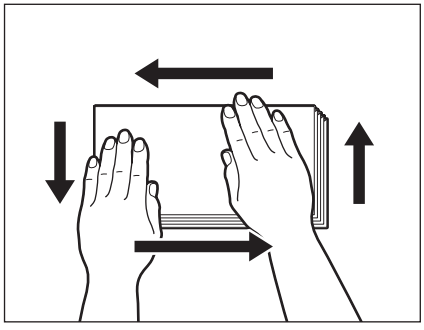
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the stack bypass, the side facing down is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see “Relationship between Original Orientation and Preprinted Paper Output Chart,” on p. 9-11.

● **If you are loading envelopes into the stack bypass:**

❑ Take five envelopes, loosen them as shown, and then stack them together. Repeat this step five times for each set of five envelopes.



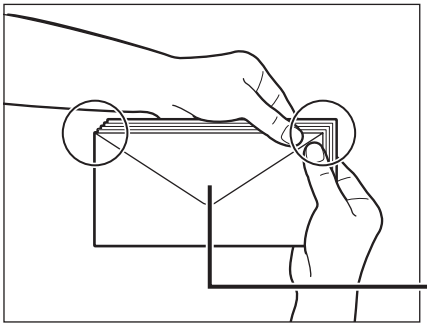
❑ Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.



IMPORTANT

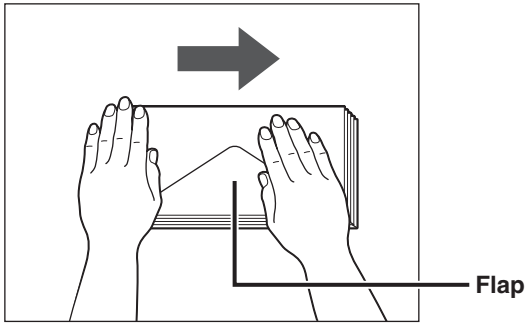
Take particular care to spread the envelopes out in the direction that they will be fed.

❑ Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

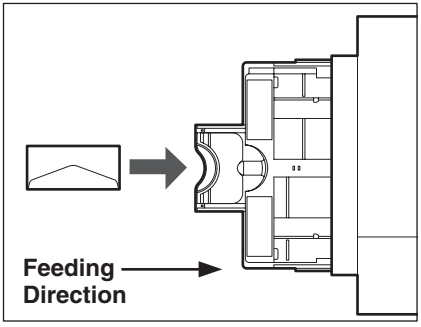


IMPORTANT

- Do not print on the back side of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the stack bypass.



❑ Load the envelopes, as shown below.



The screen for selecting the paper size appears.

IMPORTANT

- The stack bypass can hold 10 envelopes at a time.
- Envelopes may be creased in the printing process.

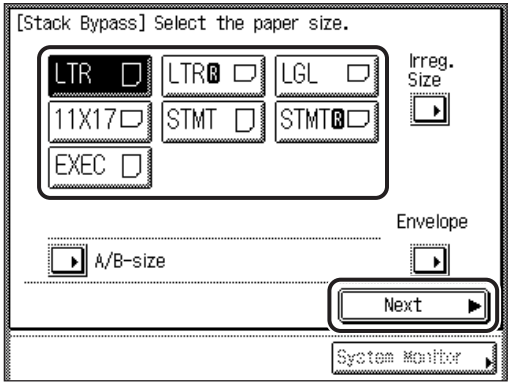
4 Select the desired paper size.

NOTE

The paper size/type setting in the [Stack Bypass] setting screen is available if Stack Bypass Standard Settings is set to 'Off' in Common Settings (from the Additional Functions screen). If Stack Bypass Standard Settings is set to 'On', copying can be performed only for the registered paper size and type. (See, "Standard Paper for the Stack Bypass," on p. 4-42.)

● If you want to select a standard paper size:

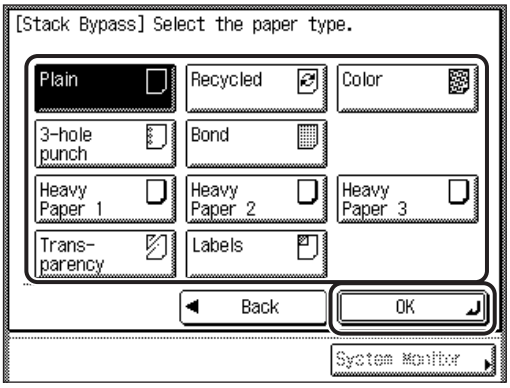
❑ Select the desired paper size → press [Next].



NOTE

To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type → press [OK].



IMPORTANT

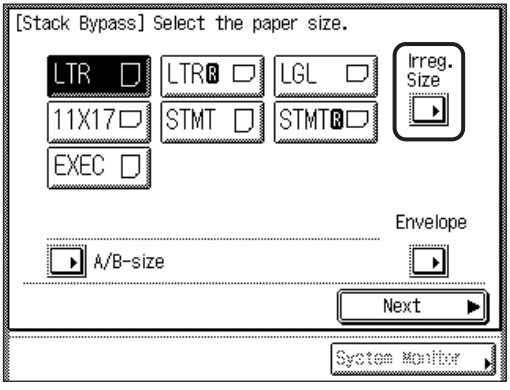
When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

NOTE

- If you select [Transparency] or [Labels], you cannot use the Rotate Collate, Rotate Group, Offset Collate, Offset Group, or Staple mode.
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see “Available Paper Stock,” on p. 2-44.

● If you want to select a nonstandard paper size:

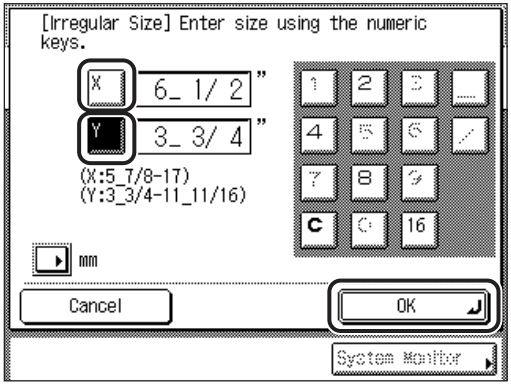
❑ Press [Irreg. Size].



❑ Press [X] to specify the horizontal axis of the paper → enter a value.

❑ Press [Y] to specify the vertical axis of the paper size → enter a value.

❑ Press [OK].



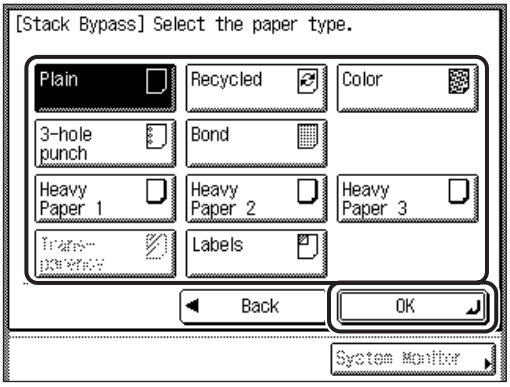
The display returns to the paper size selection screen.

NOTE

- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- For instructions on entering the values in inches, see “Values in Inches,” on p. 2-21.
- To enter values in millimeters, press [mm].
- When entering the value in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entry.
- When entering the value in millimeters, you can also change the value by pressing [-] or [+] in increments of 1.0 mm, even if you have entered the value.
- You can use values for [X] between 5 7/8" (148 mm) and 17" (432 mm), and for [Y] between 3 3/4" (95 mm) and 11 11/16" (297 mm).

❑ Press [Next].

❑ Select the desired paper type → press [OK].



IMPORTANT

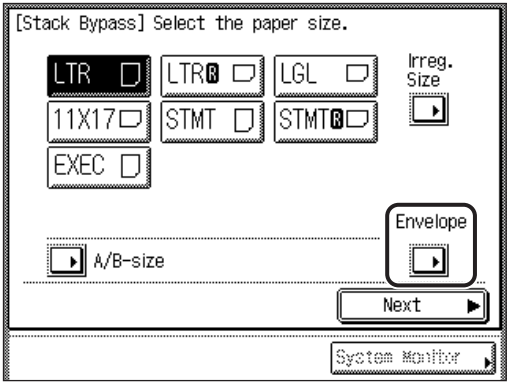
- When printing on special types of paper, such as heavyweight paper, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select [Irreg. Size], you cannot use the Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, or Image Combination mode. (See Chapter 5, “Appendix,” in the *Copying Guide*.)

NOTE

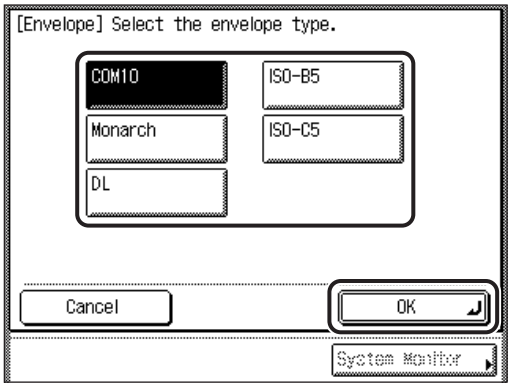
For more information on paper types, see “Available Paper Stock,” on p. 2-44.

● If you want to select an envelope size:

❑ Press [Envelope].



❑ Select the envelope type → press [OK].



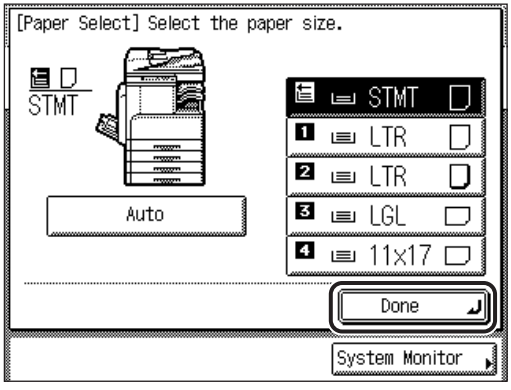
The display returns to the paper size selection screen.

IMPORTANT

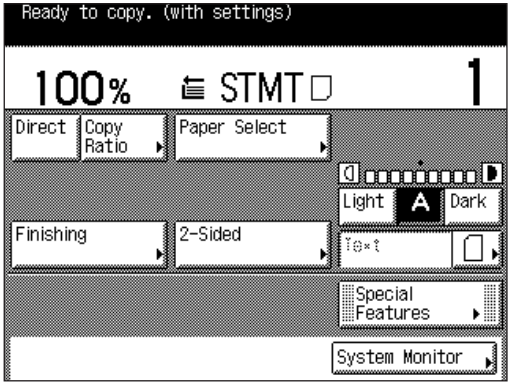
- If the envelope type is not selected correctly, a paper jam may occur.
- If you select [Envelope], you cannot use the finishing modes, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, or Image Combination mode. (See Chapter 5, "Appendix," in the *Copying Guide*.)

❑ Press [OK].

5 Press [Done].



The display returns to the Copy Basic Features screen, and the selected paper size and type are displayed.



6 If the Copy function is selected, place your originals → select the desired copy settings.

7 Press (Start).

Copying starts.

NOTE

To cancel all settings and return the machine to the Basic Features screen, press (Reset).

Multifunctional Operations

The imageRUNNER 2030i/2025i/2022i/2018i offers the user many functions, such as printing, scanning, copying, and sending, which can be used together. The following tables provide you with the details of multifunctional operations.

■ How to read the tables

The tables below indicate the availability of the operations listed in the vertical columns when the operations listed in the horizontal rows are already being performed.

Example: You cannot scan originals for a copy job and send job at the same time.

√: Available
—: Unavailable
△: Available, but with conditions

Next Jobs \ Current Jobs		Copy		Printer	
		Scanning	Printing	Receiving Data	Printing
Copy		—	△	√	△
Send	Scanning	—	√	√	√
	Direct TX	—	√	√	√
	Memory TX	√	√	√	√
	Memory RX	√	√	√	√
	Auto RX Document Printing	—	—	√	△
Printer	Receiving Data	√	√	√	√
	Printing	—	—	√	—

√: Available
—: Unavailable
△: Available, but with conditions

Current Jobs / Next Jobs		Send				
		Scanning	Direct TX	Memory TX	Memory RX	Auto RX Document Printing
Copy		—	—	√	√	△
Send	Scanning	—	—	√	√	√
	Direct TX	—	—	—	—	√
	Memory TX	√	—	△	△	√
	Memory RX	√	—	—	—	√
	Auto RX Document Printing	√	√	√	√	△
Printer	Receiving Data	√	√	√	√	√
	Printing	√	√	√	√	△

NOTE

The machine's performance may be affected if several network send and receive jobs are being carried out at the same time.

Available Paper Stock

The paper types that can be used with this machine are shown in the following table. Icons indicating the type of paper loaded in each paper drawer can be displayed on the paper selection screen if you store that information in the machine beforehand. (See “Identifying the Type of Paper in a Paper Source,” on p. 4-33.)

√: Available
–: Unavailable

Paper Type	Paper Source	
	Paper Drawer (17 to 24 lb bond (64 to 90 g/m²))	Stack Bypass (17 to 32 lb bond (64 to 128 g/m²))
Plain[*1]	√	√
Recycled[*1]	√	√
Color[*1]	√	√
3-hole punch[*2]	√	√
Bond[*3]	√	√
Transparency[*4]	–	√
Heavy 1[*5]	√	√
Heavy 2[*6]	–	√
Heavy 3[*7]	–	√
Labels	–	√
Envelopes	–	√

*1 From 17 to 22 lb bond (64 to 80 g/m²).
*2 Only LTR 3-hole punch paper can be used.
*3 From 20 to 24 lb bond (75 to 90 g/m²).
*4 Use only LTR transparencies made especially for this machine.
*5 From 22 to 24 lb bond (81 to 90 g/m²).
*6 From 24 to 28 lb bond (91 to 105 g/m²).
*7 From 28 to 32 lb bond (106 to 128 g/m²).

√: Available
−: Unavailable

Paper Size		Width x Length	Paper Source		
			Paper Drawer 1, 2	Paper Drawer 3, 4	Stack Bypass
11" x 17"		11" x 17"	√	√	√
LGL		8 1/2" x 14"	√	√	√
LTR		8 1/2" x 11"	√	√	√
LTRR		11" x 8 1/2"	√	√	√
STMT		8 1/2" x 5 1/2"	√	√	√
STMTR		5 1/2" x 8 1/2"	−	−	√
EXEC		7 1/4" x 10 1/2"	−	−	√
Envelope	**COM 10**	4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)	−	−	√
	Monarch	3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)	−	−	√
	DL	4 3/8" x 8 5/8" (110 mm x 220 mm)	−	−	√
	ISO-B5	9 7/8" x 7" (250 mm x 176 mm)	−	−	√
	ISO-C5	6 3/8" x 9" (162 mm x 229 mm)	−	−	√
Irregular Size		3 3/4" x 5 7/8" to 11 3/4" x 17" (95 mm x 148 mm to 297 mm x 432 mm)	−	−	√

NOTE

- For instructions on loading paper, see the following sections:
  - Paper Drawers: “Loading Paper,” on p. 7-2
  - Stack Bypass: “Making Prints Using the Stack Bypass,” on p. 2-29
- Paper drawers 2, 3, and 4 are optional for the imageRUNNER 2018i, and paper drawers 3 and 4 are optional for the imageRUNNER 2030i/2025i/2022i.

Optional Equipment

3
CHAPTER

This chapter describes the uses of optional equipment, and their special functions.

System Configuration 3-2
- Optional Equipment 3-2
- Sample System Configurations 3-4
- System Options 3-4
- Available Combination of Options 3-5

Cassette Feeding Module-P1/Q1 3-6
- Parts and Their Functions 3-6
- Optional Accessory 3-7

Finisher-U2 3-8
- Parts and Their Functions 3-8
- Finishing Modes 3-9

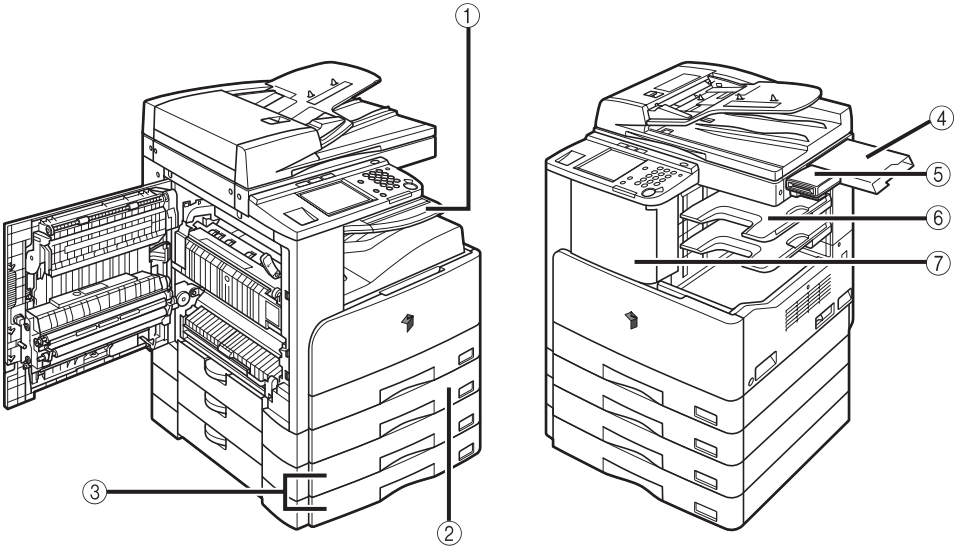
Inner 2 Way Tray-E2 3-12
- Parts and Their Functions 3-13

Card Reader-E1 3-14
- Procedure before Using the Machine 3-15
- Procedure after Using the Machine 3-16
- Department ID Management 3-17

System Configuration

This section provides you with illustrations of all the optional equipment that can be attached to the machine, and shows you examples of different system configurations.

Optional Equipment



① **Inner 2 Way Tray-E2**

Attaching the Inner 2 Way Tray-E2 enables you to have two output trays.

② **Cassette Feeding Module-P1 (For the imageRUNNER 2018i Only)**

The Cassette Feeding Module-P1 provides an additional paper source for printing jobs. The paper drawer holds up to 250 sheets of paper (22 lb bond (80 g/m^2)).

③ **Cassette Feeding Module-Q1**

The Cassette Feeding Module-Q1 provides two additional paper sources for printing jobs. Each paper drawer holds up to 250 sheets of paper (22 lb bond (80 g/m^2)).

④ **Document Tray-J1**

Located on the top right side of the machine. It can be used for originals that are waiting to be scanned, or have already been scanned. You can also use the document tray for storing the manuals required for operating the machine inside.

⑤ **Card Reader-E1**

The Card Reader-E1 enables Department ID Management to be performed automatically.

⑥ **Additional Finisher Tray-C1**

The Additional Finisher Tray-C1 can be attached to the optional Finisher-U2 to provide an additional paper output tray.

⑦ **Finisher-U2**

The Finisher-U2 is equipped with the following features: Collate, Group, Offset, and Staple.

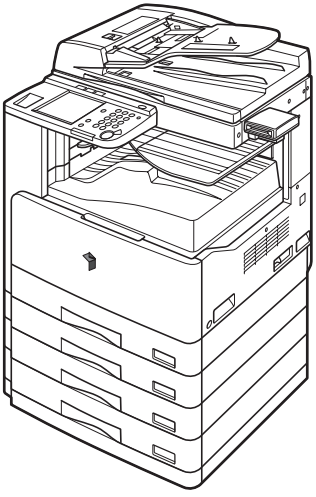
NOTE

The optional Inner 2 Way Tray-E2 cannot be used with the optional Finisher-U2.

Sample System Configurations

Different optional equipment can be attached to the machine to form various system configurations. The illustrations shown below are examples of the possible system configurations. For more information on the complete range of optional equipment configurations, contact your local authorized Canon dealer.

The imageRUNNER 2022i with the optional Inner 2 Way Tray-E2, Cassette Feeding Module-Q1, and Card Reader-E1 attached.



System Options

Installing system related optional accessories enables you to expand the functionality of the machine. This section describes the system related optional accessories and their functions.

■ Barcode Printing Kit

With the optional Barcode Printing Kit, you can also use the BarDIMM function.

■ Super G3 FAX Board

The Super G3 FAX Board enables you to fax documents that have been created in applications directly from your computer.

NOTE

The Canon Fax Driver is supplied with the Super G3 FAX Board, and enables you to send fax images from a computer via the machine.

Available Combination of Options

The table shown below describes the optional equipment that is needed to use each function, the available combination of options that can be installed simultaneously, and the limitations when installing optional equipment.

Machine Function	Optional Equipment Needed	Simultaneous Installation	
		Required	Limitations
Fax Function	Super G3 FAX Board	-	-
Bar Code Printing Function	Barcode Printing Kit	-	-
Collate Group Offset Staple	Finisher-U2	-	The Inner 2 Way Tray-E2 cannot be used with the Finisher-U2.
Additional Copy Tray	Inner 2 Way Tray-E2	-	The Finisher-U2 and Additional Finisher Tray-C1 cannot be used with the Inner 2 Way Tray-E2.
	Additional Finisher Tray-C1	Finisher-U2	The Additional Finisher Tray-C1 cannot be used with the Inner 2 Way Tray-E2.
Department ID Management*1	Card Reader-E1	-	-
Additional Paper Supply	Cassette Feeding Module-P1 or Q1	-	The Cassette Feeding Module-P1 cannot be used with the imageRUNNER 2030i/ 2025i/2022i.

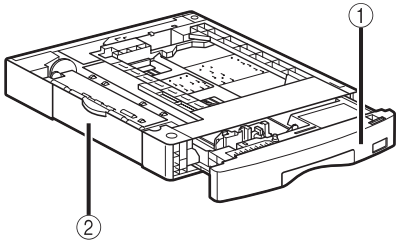
*1 The Department ID Management function is a standard function in this machine. If the optional Card Reader-E1 is attached, Department ID Management is performed automatically, and you do not have to enter the Department ID and password manually. For detailed information on Department ID Management, see “Department ID Management,” on p. 6-6.

Cassette Feeding Module-P1/Q1

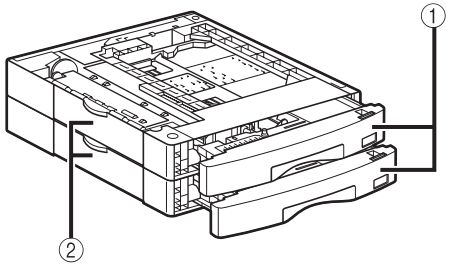
If you attach the Cassette Feeding Module-P1 (available only for the imageRUNNER 2018i), you have one additional paper source for print jobs. If you attach the Cassette Feeding Module-Q1 to the machine, you have two additional paper sources for print jobs. Each cassette holds up to 250 sheets (22 lb bond (80 g/m^2)) of 11" x 17", LGL, LTR, LTRR, or STMT paper.

Parts and Their Functions

Cassette Feeding Module-P1



Cassette Feeding Module-Q1



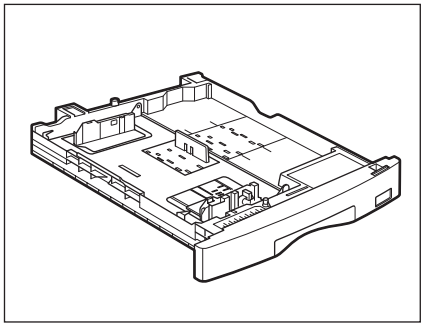
① **Paper Drawers**
Each paper drawer holds up to 250 sheets of paper (22 lb bond (80 g/m^2)).

② **Paper Drawer's Left Cover**
Open this cover to remove jammed paper.

■ FL Cassette-AF1

This cassette can be adjusted to hold various paper sizes. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 7-8.)

- Available Locations: Paper Drawers 1, 2, 3, or 4
- Available Paper Sizes: 11" x 17", LGL, LTR, LTRR, or STMT



Finisher-U2

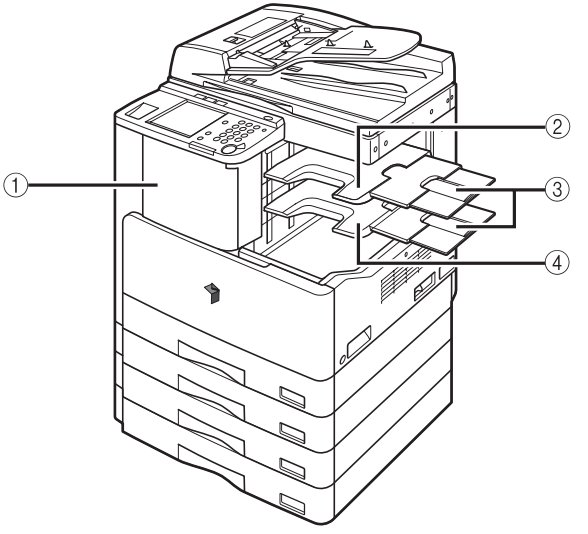
The Finisher-U2 is equipped with the following finishing modes: Collate, Group, Offset, and Staple. (See “Finishing Modes,” on p. 3-9.)

If the optional Additional Finisher Tray-C1 is attached to the Finisher-U2, prints can be delivered to two different locations.

IMPORTANT

The Finisher-U2 cannot be attached with the optional Inner 2 Way Tray-E2.

Parts and Their Functions



① Front Cover of the Finisher-U2

Open this cover to replace the staple cartridge in the stapler unit, or to clear a staple jam. For instructions on replacing the staple cartridge, see “Replacing the Staple Cartridge,” on p. 7-15. For instructions on clearing a staple jam, see “Clearing Staple Jams,” on p. 8-37.

② Additional Finisher Tray-C1

The Additional Finisher Tray-C1 can be attached to the optional Finisher-U2 to provide an additional paper output tray.

③ Auxiliary Tray

If you are printing on large size paper, such as 11" x 17", LGL, or LTRR, pull out the auxiliary tray.

④ Output Tray

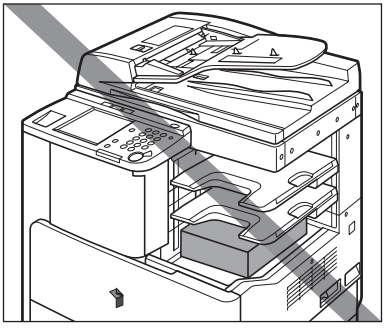
Prints are output to this tray.

Finishing Modes

The Finisher-U2 is equipped with the following finishing modes.

CAUTION

- **Do not place anything other than output paper in the trays of the finisher, as this may damage the trays.**
- **Do not place anything under the trays of the finisher, as this may damage the trays.**



NOTE

If the Collate or Group mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, printing stops temporarily. Remove all of the prints from the output tray, and printing resumes.

■ Collate Mode

Prints are automatically collated into sets arranged in page order. The collated print sets can be shifted by pressing [Offset].

■ Group Mode

All prints of the same original page are grouped together. The grouped print sets can be shifted by pressing [Offset].

■ Offset Mode

The print output is shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation, depending on the orientation of your originals. For example, if you place LTRR originals, the paper is output and shifted in the horizontal direction. If you place LTR originals, the paper is output and shifted in the vertical direction.

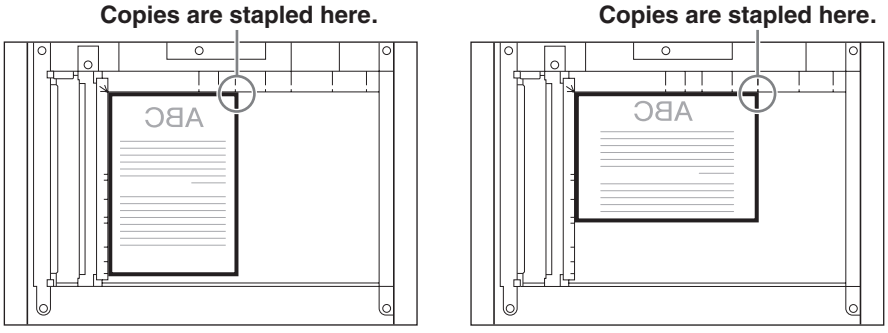
NOTE

- If you press [Offset] when either the Collate or Group mode is set, each set of prints is shifted before it is delivered to the output tray.
- You can offset 11" x 17", LGL, LTR, or LTRR paper.

■ Staple Mode

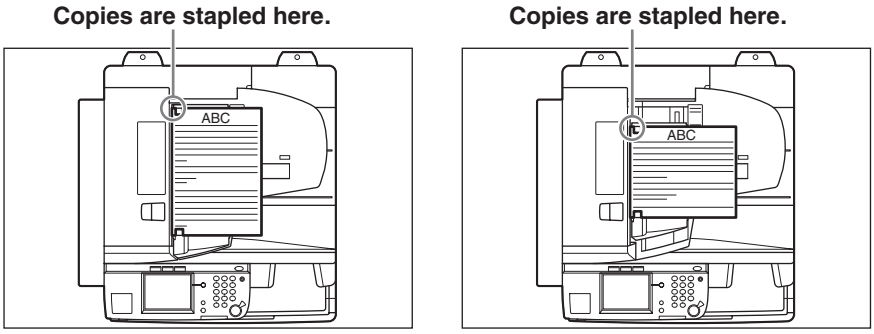
Prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the platen glass:



Vertical Placement **Horizontal Placement**

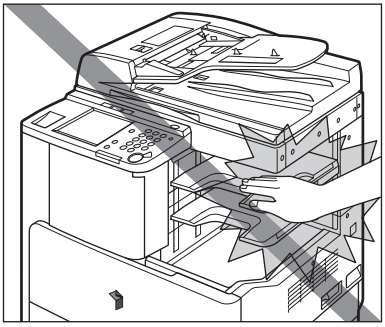
- If originals are placed in the feeder:



Vertical Placement **Horizontal Placement**

CAUTION

Do not place your hand in the roller or the part of the tray where stapling is performed if the finisher is attached, as this may result in personal injury.



IMPORTANT

- If the Staple mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, printing and stapling stop temporarily. Remove all of the stapled prints from the output trays, and printing and stapling resume.
- Only the following paper sizes can be stapled: 11" x 17", LGL, LTR, or LTRR.
- You cannot staple envelopes, transparencies, or labels.
- Do not pull copies or prints out of the output area while they are being stapled. Remove the copies or prints after they are output to one of the output trays.

NOTE

- The maximum number of sheets, including cover sheets, that can be stapled together is as follows (only 17 to 22 lb bond (64 to 80 g/m^2) paper can be used for the main document, and 17 to 32 lb bond (64 to 128 g/m^2) paper can be used for the cover page):
  - LTR
    50 sheets (17 to 22 lb bond (64 to 80 g/m^2))
  - 11" x 17", LGL, LTRR
    30 sheets (17 to 22 lb bond (64 to 80 g/m^2))
- If the machine stops while stapling and the message <Load staples.> appears, almost all of the staples have been used, and the staple cartridge must be replaced. To proceed, replace the staple cartridge. (See “Replacing the Staple Cartridge,” on p. 7-15.)

Inner 2 Way Tray-E2

If you attach the Inner 2 Way Tray-E2 to the machine, prints can be delivered to both the main tray and the Inner 2 Way Tray-E2.

When the Inner 2 Way Tray-E2 is attached to the machine, the following finishing modes are available.

IMPORTANT

If the optional Finisher-U2 is attached, the Inner 2 Way Tray-E2 cannot be attached.

■ Collate Mode

Prints are automatically collated into sets arranged in page order before they are delivered to the Inner 2 Way Tray-E2.

■ Group Mode

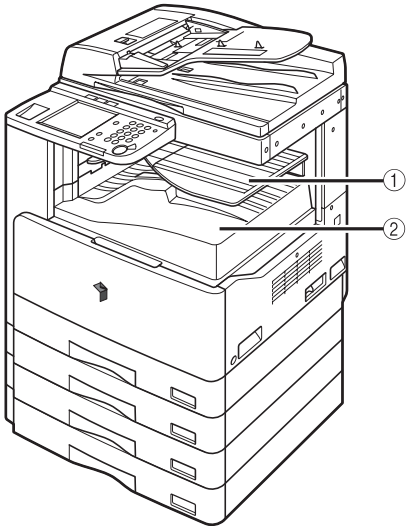
All prints of the same original page are grouped together into sets before they are delivered to the Inner 2 Way Tray-E2.

■ Rotate Mode

If originals of the same size are printed, the prints are automatically collated into sets arranged in page order, and are output in alternating directions.

NOTE

For details on the Finishing mode, see Chapter 2, “Basic Copying Features,” in the *Copying Guide*.



① **Inner 2 Way Tray-E2 (Tray B)**
Prints are output to this tray.

② **Main Output Tray (Tray A)**
Prints are output to this tray.

Card Reader-E1

If the Card Reader-E1 is attached to the machine, you must insert a control card to operate it. The Card Reader-E1 performs Department ID Management automatically.

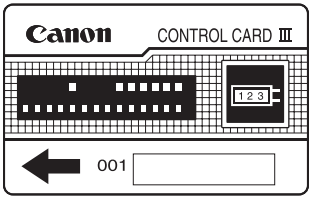
IMPORTANT

If User ID Management in System Settings (from the Additional Functions screen) is set to 'On', manually enter your card number in the card ID field. See the *Remote UI Guide* for details.

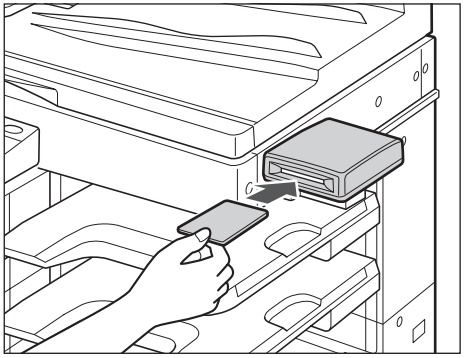
NOTE

- If the Basic Features screen does not appear on the touch panel display when the control card is inserted, make sure that:
  - The control card is inserted in the correct direction.
  - The control card is inserted as far as it can go.
  - An unusable control card is not inserted. (For example, cards which are damaged or cards prohibited from use.)
- Insert a usable control card correctly.
- For instructions on turning the power ON, see "Main Power and Control Panel Power," on p. 1-16.
- If the Card Reader-E1 is attached, the type of card shown below can be used. An optional type card can manage up to 1,000 departments.

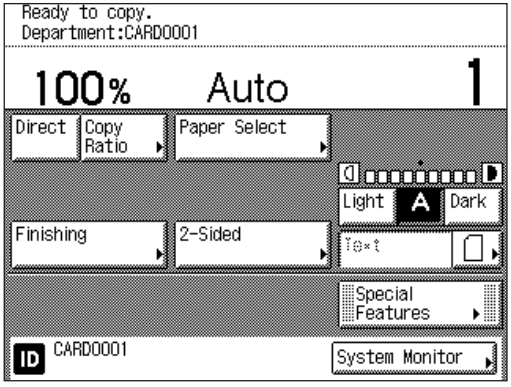
Optical Type Card



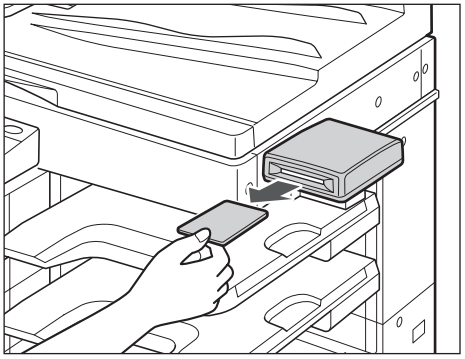
1 **Insert the control card into the card slot, making sure that it is facing in the correct direction.**



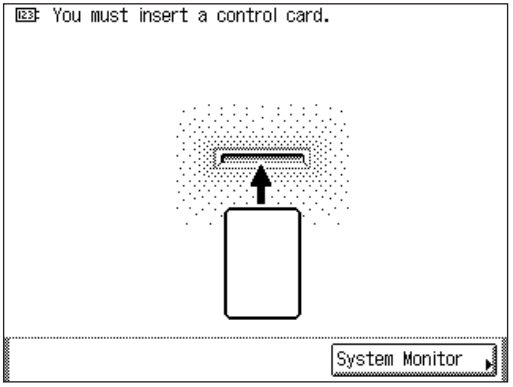
The Basic Features screen of the selected function appears on the touch panel display.



1 After you finish using the machine, remove the control card.



The touch panel display returns to the screen for inserting the control card.



IMPORTANT

- Once you have removed the control card, you cannot operate the machine until the control card is inserted again.
- The control card must remain inserted until copying is complete.

Department ID Management

This section describes how to change the password and page limit, and how to check the print totals when a control card is being used.

IMPORTANT

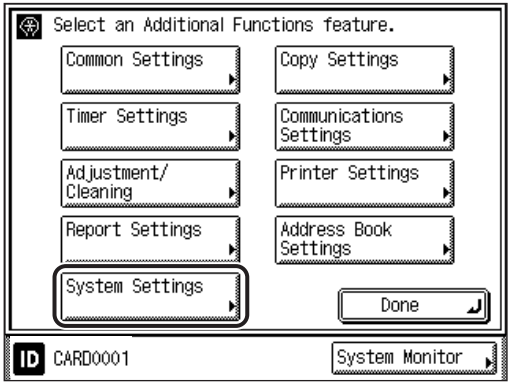
Do not change the password when using a control card. The control card will become unusable if the password for the Department ID is changed.

NOTE

- You cannot store a password that only consists of zeros, such as <0000000>.
  If you enter fewer than seven digits, the machine stores the password with leading zeros.
  - Example: If <02> or <002> is entered, <0000002> is stored.
- You can set the page limit from 0 to 999,999 pages.

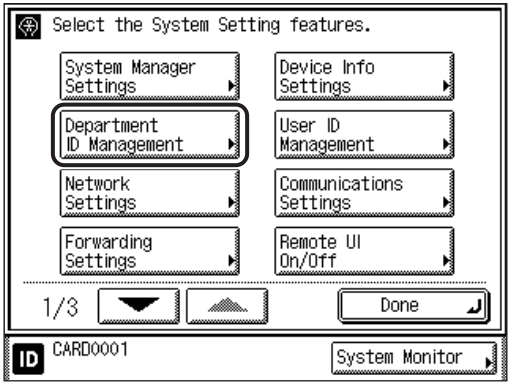
Changing the Password and Page Limit

1 Press (Additional Functions) → [System Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ID (Log In/Out).

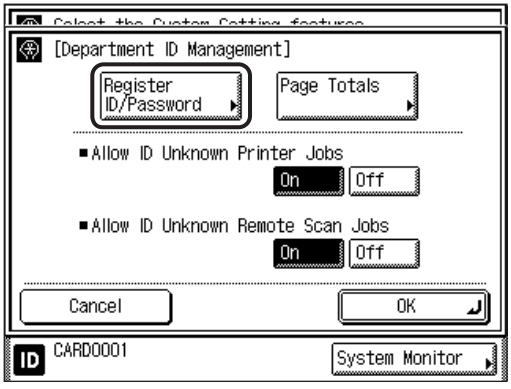
2 Press [Department ID Management].



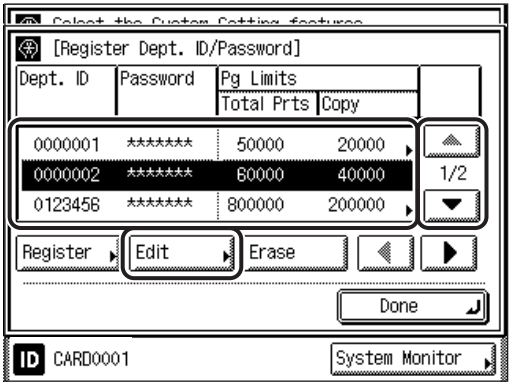
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [Register ID/Password].



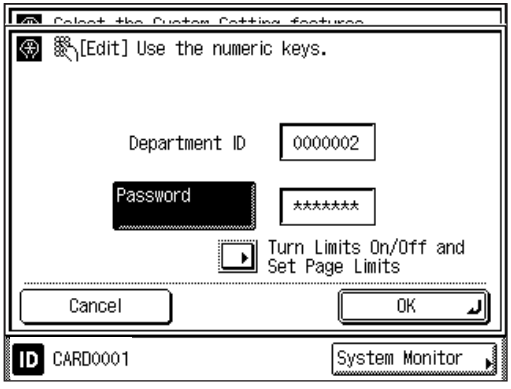
4 Press [▼] or [▲] to display the Department ID whose password you want to change → select the Department ID → press [Edit].



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

5 Enter the new password (up to seven digits) using ⓪ - ⑨ (numeric keys).



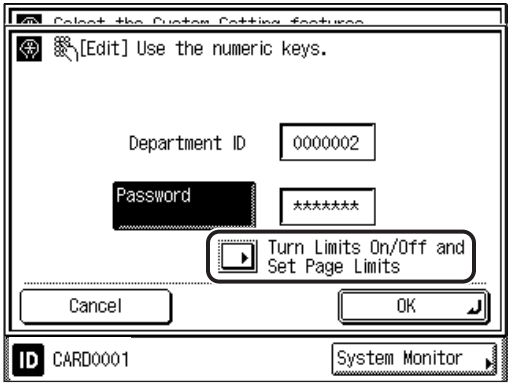
You cannot store a password that only consists of zeros, such as <0000000>. If you enter fewer than seven digits, the machine stores the password with leading zeros.

Example: If <02> or <002> is entered, <0000002> is stored.

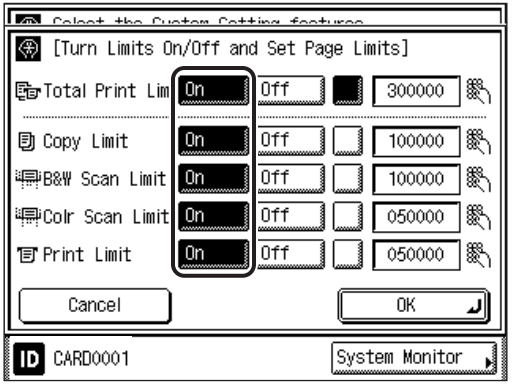
NOTE

- If you make a mistake when entering the password, press ⓒ (Clear) to clear the password → enter the correct password.
- You cannot change the Department ID.

6 If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].



7 Press [On] under the desired function(s).

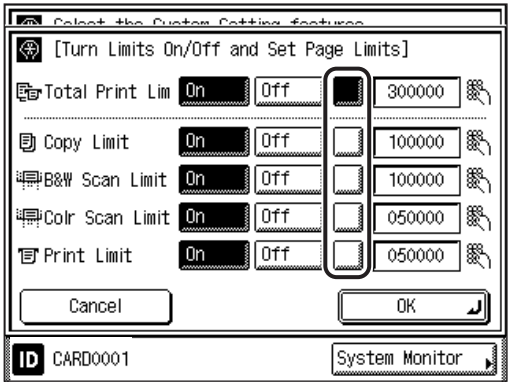


If you do not want to set a page limit restriction for a function, press [Off] under the desired function's name.

NOTE

<Total Print Limit> is the sum of <Copy Limit> and <Print Limit>.

8 Press [☐] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using ⓪ - ⑨ (numeric keys).



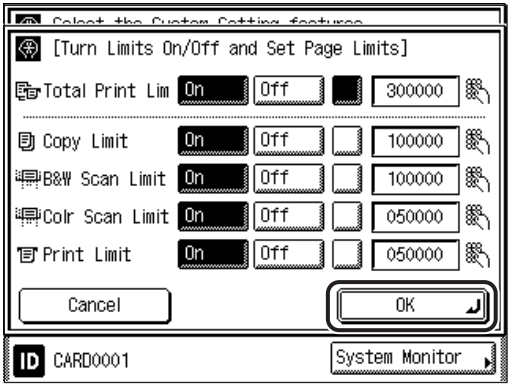
IMPORTANT

- The machine stops scanning if any one of the Scan Limits are reached while the machine is scanning originals that are being fed from the feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)
- The machine stops sending a fax if the Black-and-White Scan Limit is reached while faxing a document either from memory or directly to the recipient.

NOTE

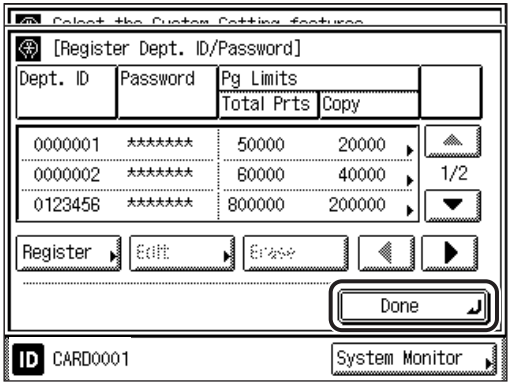
- If you make a mistake when entering a number, press ⓒ (Clear) to clear the number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once the page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

9 Press [OK] → [OK].

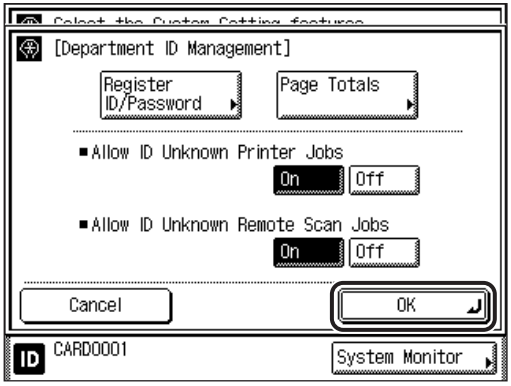


The page limits for the selected functions are set.

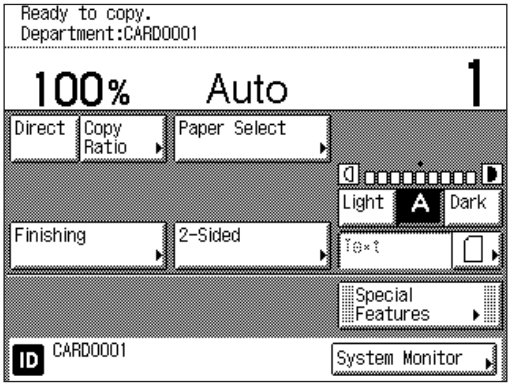
10 Press [Done].



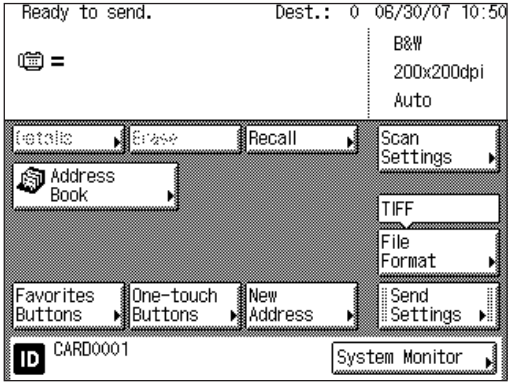
11 Press [OK].


[Department ID Management]
Register ID/Password
Page Totals
■Allow ID Unknown Printer Jobs
On
Off
■Allow ID Unknown Remote Scan Jobs
On
Off
Cancel
OK
ID
CARD0001
System Monitor

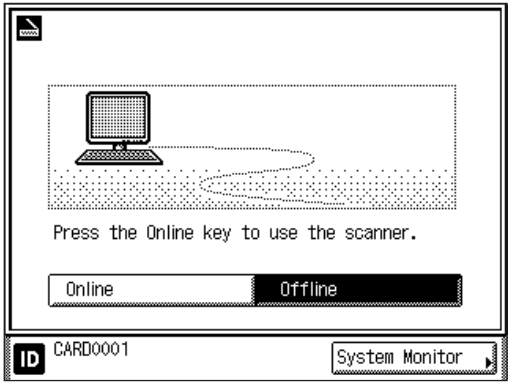
12 **Press [Done] repeatedly until the Basic Features screen appears.**



Copy Basic Features Screen



Send Basic Features Screen

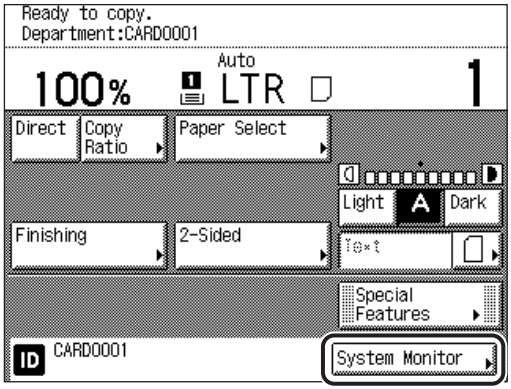


Network Scan Function Screen

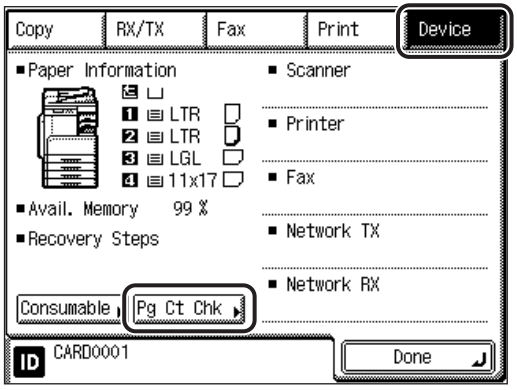
Checking the Page Counts on a Control Card

You can check the page counts on the control card you are currently using.

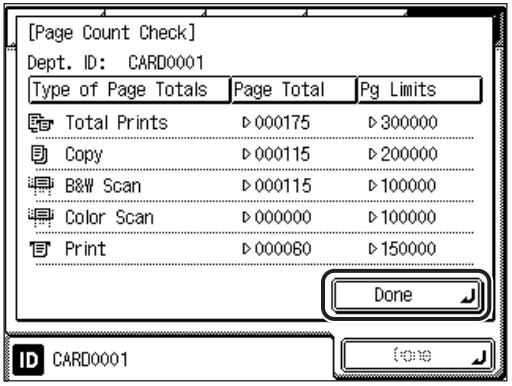
1 Press [System Monitor].



2 Press [Device] → [Pg Ct Chk].



3 Check the page counts → press [Done] → [Done].



The display returns to the Basic Features screen.

Checking and Printing Counter Information

You can display and print a list of how much paper was used by each department.

---

1 Press (Additional Functions) → [System Settings] → [Department ID Management].

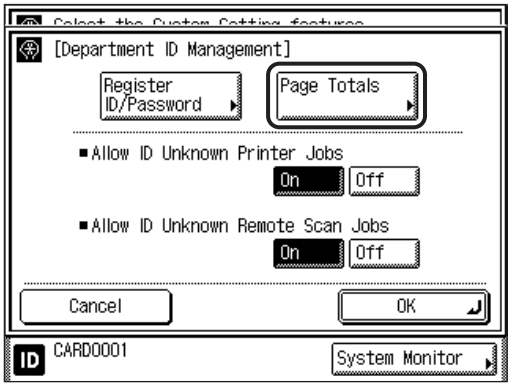
If necessary, see the screen shots in steps 1 and 2 of "Changing the Password and Page Limit," on p. 3-17.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘⓓ (Log In/Out).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Page Totals].



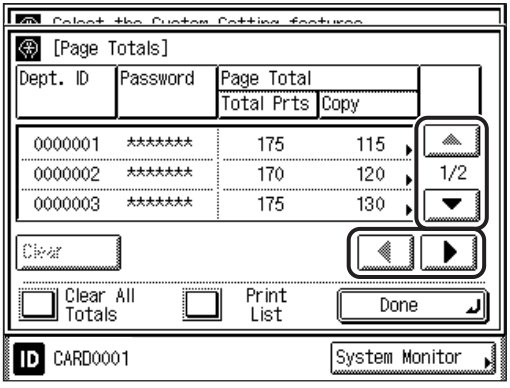
3 Check or print the page total count.

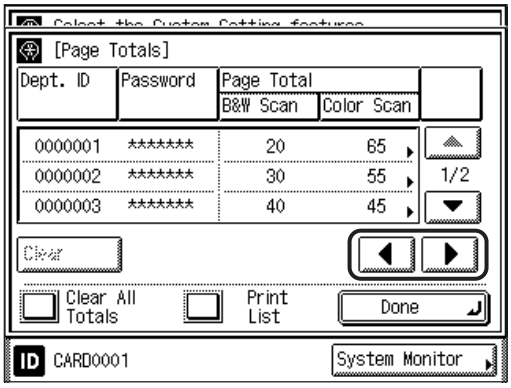
The page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

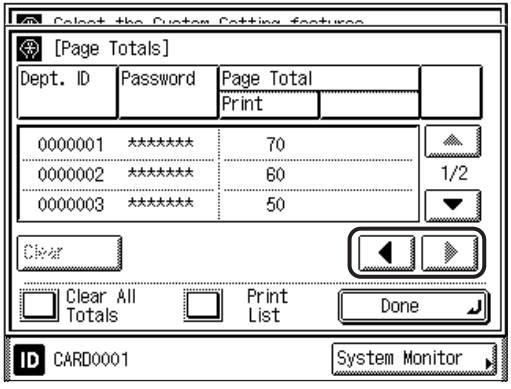
The scan page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from computers that do not correspond with a registered Department ID. The scanned pages from computers are referred to as network scans with unknown IDs.

● If you only want to check the counter information:

❑ Press [▼] or [▲] to display the desired Department ID → press [◀] or [▶] to display and view the desired page totals.





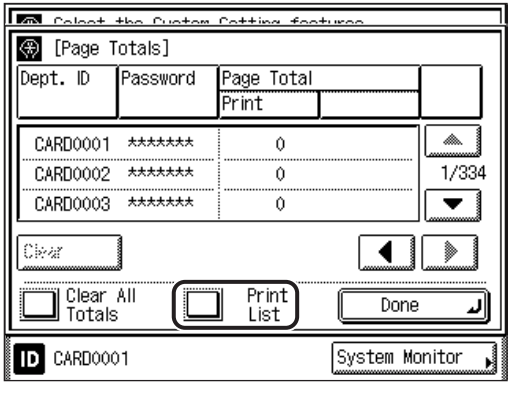


NOTE

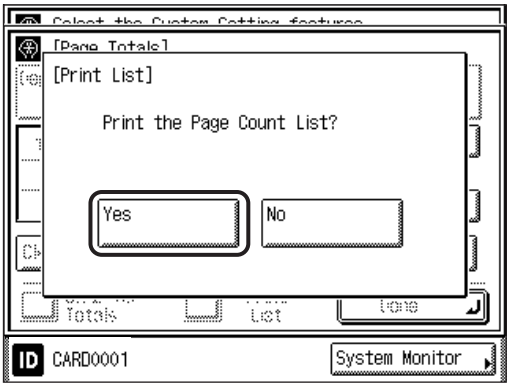
Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to print the displayed list:**

❑ Press [Print List].



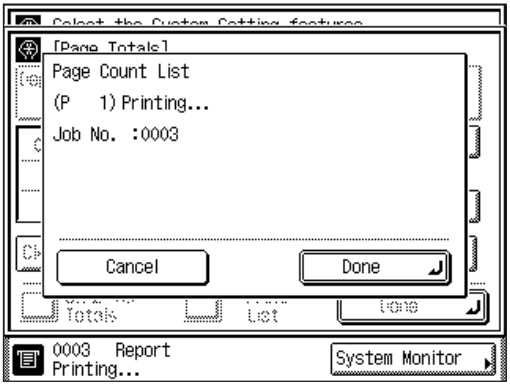
❑ Press [Yes].



If you do not want to print the displayed list, press [No].

Printing starts.

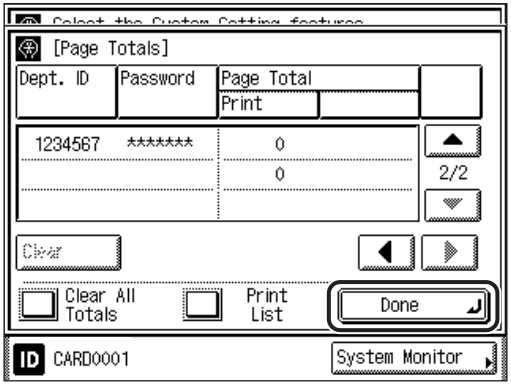
The screen below is displayed while the machine is printing the counter information.



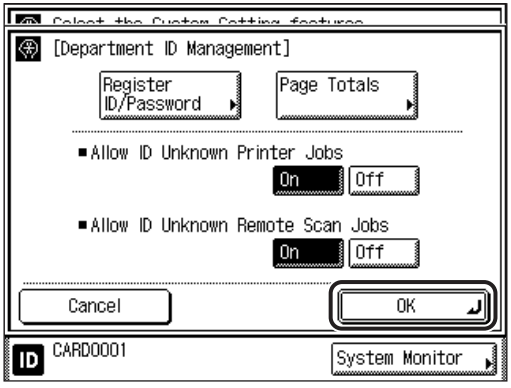
NOTE

- To cancel printing, press [Cancel].
- To close the screen that is displayed while the machine is printing the Page Count List, press [Done].
- The counter information can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-30.)

4 Press [Done].



5 Press [OK].



Clearing Page Totals

You can clear the page totals made for all departments or for specific departments.

1 Press (Additional Functions) → [System Settings] → [Department ID Management].

If necessary, see the screen shots in steps 1 and 2 of "Changing the Password and Page Limit," on p. 3-17.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

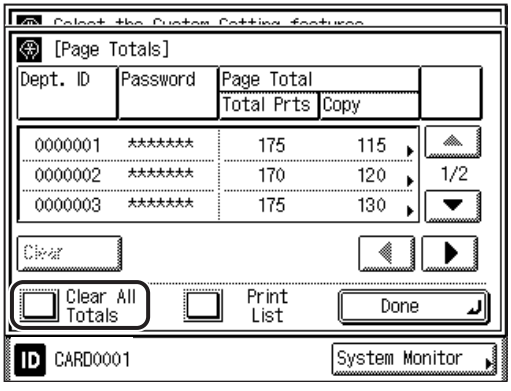
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Page Totals].

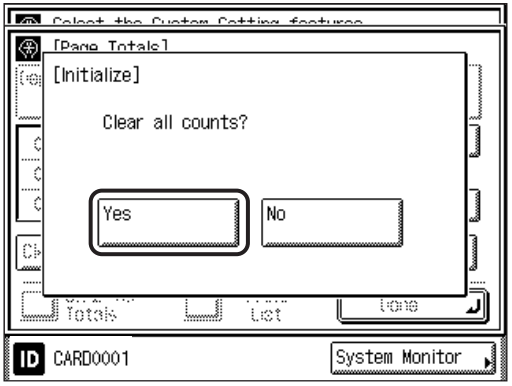
If necessary, see the screen shot in step 2 of "Checking and Printing Counter Information," on p. 3-26.

3 Press [Clear All Totals].



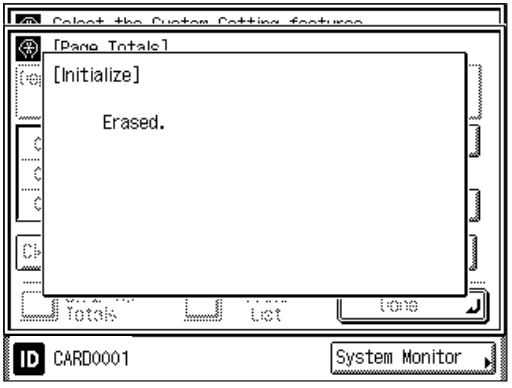
To clear one page total at a time by Department ID, press [▼] or [▲] to display the desired Department ID → select the Department ID → press [Clear].

4 Press [Yes].



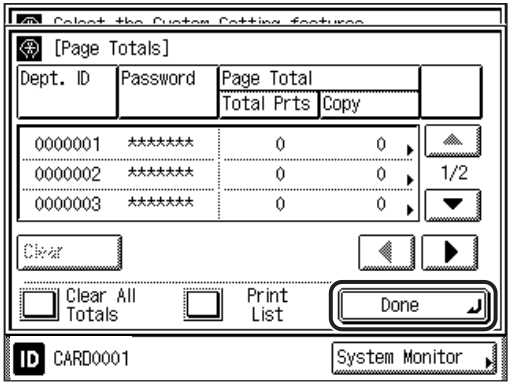
If you do not want to clear the page totals, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

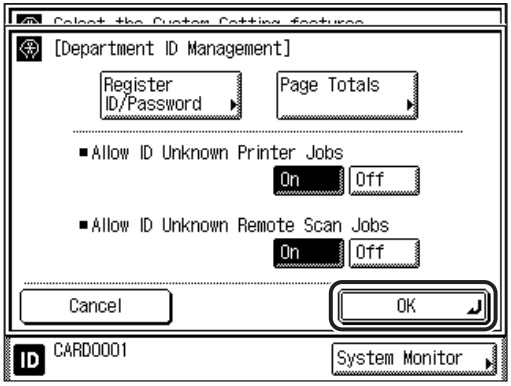


The page totals are cleared.

5 Press [Done].



6 Press [OK].



Accepting Print and Scan Jobs with Unknown IDs

You can specify whether to accept or reject print and network scan jobs from computers that do not correspond with a registered Department ID.

NOTE

The default setting is 'On' for both <Allow ID Unknown Printer Jobs> and <Allow ID Unknown Remote Scan Jobs>.

1 Press (Additional Functions) → [System Settings] → [Department ID Management].

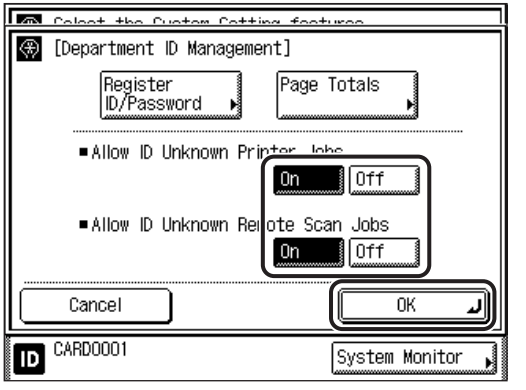
If necessary, see the screen shots in steps 1 and 2 of "Changing the Password and Page Limit," on p. 3-17.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select [On] or [Off] for <Allow ID Unknown Printer Jobs> or <Allow ID Unknown Remote Scan Jobs> → press [OK].



Allow ID Unknown Printer Jobs:

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID, and you must insert a control card to operate the machine.

Allow ID Unknown Remote Scan Jobs:

[On]: The machine accepts remote scan jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept remote scan jobs from computers that do not correspond with a registered Department ID.

3 Press [Done] repeatedly until the Basic Features screen appears.

Customizing Settings

4
CHAPTER

This chapter explains how to change the machine's Common Settings and Timer Settings, and customize them to suit your needs.

What Are Additional Functions? 4-3
Accessing the Additional Functions Screen 4-3
Additional Functions Settings Table 4-5
Specifying Common Settings 4-17
Initial Function at Power ON 4-17
Default Display after Auto Clear 4-20
Tone Settings 4-22
Setting the Toner Save Mode 4-25
Adjusting the Print Density 4-26
Inch Entry 4-28
Auto Paper Selection/Auto Drawer Switching 4-30
Identifying the Type of Paper in a Paper Source 4-33
Energy Consumption in the Sleep Mode 4-37
Output Tray Designation 4-39
Standard Paper for the Stack Bypass 4-42
Setting the Speed or Print Side Priority 4-49
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Displaying a Feeder Error Message Prompt 4-54
Data Compression Ratio for Remote Scans 4-56
Setting the Gamma Value for Remote Scans 4-58
Returning the Common Settings to Their Defaults 4-59
Timer Settings. 4-62
Current Date and Time 4-62
Auto Sleep Time 4-67
Auto Clear Time 4-68
Adjusting the Machine 4-70
Improving Print Quality and Density (Special Mode M) 4-70
Preventing Paper Curls or Jams Due to High-humidity Environment (Special Mode N) 4-72
Preventing Paper Jams when Printing on the Back Side of Printed Paper (Special Mode O) . . 4-74

Preventing Paper Curls Due to Paper Type
(Special Mode P) 4-76
Setting the Bond Special Fixing Mode 4-78
Setting the Speed Priority for Printing the Next Job
(Special Mode S) 4-79
Adjusting Output Speed in the Rotate Collate Mode 4-81
Feeder Smudge Adjustment 4-83

What Are Additional Functions?

Additional Functions enable you to customize the machine's various settings.

IMPORTANT

- When User ID Management is set to 'On', users whose user type is registered as "User" (end user) cannot change the System Manager Settings even if there are no System Manager ID and System Password set.
- If User ID Management is set to 'On', users whose user type is registered as "Administrator" can change the System Manager Settings by entering the System Manager ID and System Password, or registering the System Manager ID and System Password as their user information in advance.

NOTE

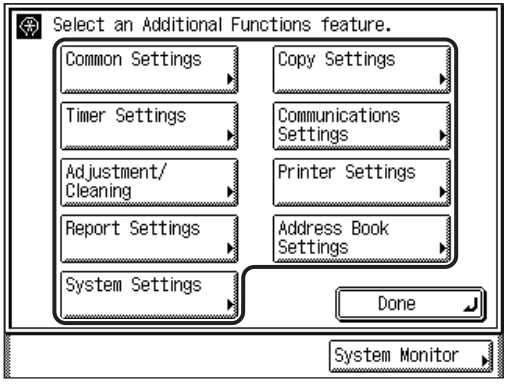
Settings specified from the Additional Functions screen are never changed, even if you press (Reset).

Accessing the Additional Functions Screen

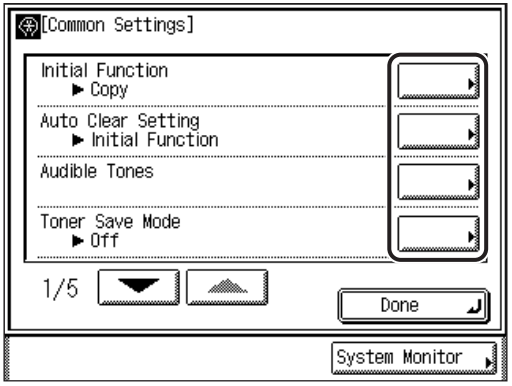
1 Press (Additional Functions).

The Additional Functions screen is displayed.

2 Select an Additional Functions setting.



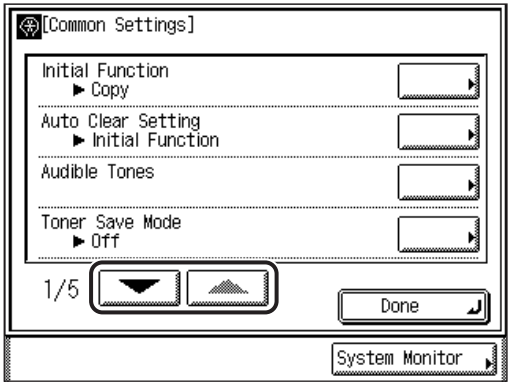
3 Press a mode key to specify its settings.



For an overview of all the settings you can change from the Additional Functions screen, see “Additional Functions Settings Table,” on p. 4-5.

NOTE

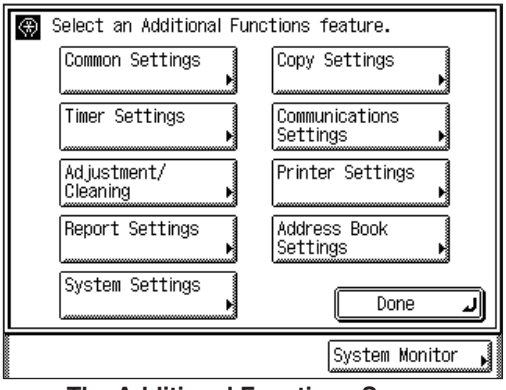
The Common Settings, Adjustment/Cleaning, and System Settings screens consist of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.



Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions screen. For more information, consult the following guides.

- Copy Settings: The *Copying Guide*
- Report Settings, Communications Settings, and Address Book Settings: The *Sending and Facsimile Guide*
- Printer Settings and Report Settings: The *PCL/UFR II Printer Guide*
- Network Settings and Report Settings: The *Network Guide*
- Remote UI Settings: The *Remote UI Guide*



The Additional Functions Screen

■ Common Settings

Item	Settings	Applicable Page
Initial Function	Select Initial Function: Copy*1, Send, Scan Set System Monitor Screen as initial function: On, Off*1 Set [Device] as the default for System Monitor: On*1, Off	p. 4-17
Auto Clear Setting	Initial Function*1, Selected Function	p. 4-20
Audible Tones	Entry Tone: On*1 (1*1 to 3 levels)*2, Off Error Tone: On*1 (1*1 to 3 levels)*2, Off Send Done Tone: On (1 to 3 levels)*2, Off*1 Receive Done Tone: On (1 to 3 levels)*2, Off*1 Print Done Tone: On*1 (1*1 to 3 levels)*2, Off Scan Done Tone: On*1 (1*1 to 3 levels)*2, Off	p. 4-22
Toner Save Mode	High, Low, Off*1	p. 4-25
Printer Density	1 to 9 levels; 5*1	p. 4-26
Inch Entry	On*1, Off	p. 4-28
Drawer Eligibility For APS/ADS	Copy Stack Bypass: On, Off*1 All Other Paper Sources: On*1, Off Printer Stack Bypass: cannot be set All Other Paper Sources: On*1, Off Receive Stack Bypass: On, Off*1 All Other Paper Sources: On*1, Off Other Stack Bypass: On, Off*1 All Other Paper Sources: On*1, Off	p. 4-30
Register Paper Type	Paper Drawer 1, Paper Drawer 2*2, Paper Drawer 3*2, Paper Drawer 4*2: Plain*1, Recycled, Color, 3-hole punch, Bond, Heavy Paper 1	p. 4-33
Energy Consumption in Sleep Mode	Low*1, High	p. 4-37

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

■ Common Settings Table Continued

Item	Settings	Applicable Page
Tray Designation*2	If the Optional Inner 2 Way Tray-E2 Is Attached: Tray A: Copy*1, Printer*1, Receive*1, Other*1 Tray B: Copy*1, Printer*1, Receive*1, Other*1 If the Optional Finisher-U2 and Additional Finisher Tray-C1 Are Attached: Tray A: Copy*1, Printer*1, Receive*1, Other*1 Tray B: Copy*1, Printer*1, Receive*1, Other*1	p. 4-39
Stack Bypass Standard Settings	On: Paper Size, Paper Type Off*1	p. 4-42
Paper Feed Method Switch	Stack Bypass, Paper Drawer 1, Paper Drawer 2*2, Paper Drawer 3*2, Paper Drawer 4*2: Speed*1, Print Side	p. 4-49
Language Switch	On, Off*1	p. 4-51
Reversed Display (B/W)	On, Off*1	p. 4-52
Error Display for Dirty Feeder	On*1, Off	p. 4-54
Data Compress. Ratio for Remote Scans	High Ratio, Normal*1, Low Ratio	p. 4-56
Gamma Value for Remote Scans	Gamma 1.0, Gamma 1.4, Gamma 1.8*1, Gamma 2.2	p. 4-58
Initialize Common Settings	Initialize: Yes, No	p. 4-59

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

■ Timer Settings

Item	Settings	Applicable Page
Date & Time Settings	Date and Time Setting (12 digit number) Time Zone Settings: GMT -12:00 to GMT +12:00; GMT -5:00*1 Daylight Saving Time Settings: On, Off*1	p. 4-62
Auto Sleep Time	Use Auto Sleep Time: On*1, Off 3 to 30 minutes; 5*1	p. 4-67
Auto Clear Time	0 (Off) to 9 minutes, in one minute increments; 2 min.*1	p. 4-68

*1 Indicates the default setting.

■ Adjustment/Cleaning

Item	Settings	Applicable Page
Transfer Roller Cleaning	Press [Start].	p. 7-33
Drum Cleaning	Press [Start].	p. 7-35
Fixing Unit Cleaning	Cleaning Sheet Print, press [Start].	p. 7-37
Feeder Cleaning	Press [Start].	p. 7-26
Special Mode M	Standard*1, Low, Moderate, High	p. 4-70
Special Mode N	Auto*1, Manual (Medium, High), Off	p. 4-72
Special Mode O	Stack Bypass: Medium, High, Off*1 Drawer: Medium, High, Off*1	p. 4-74
Special Mode P	Off*1, Medium, High	p. 4-76
Bond Special Fixing Mode	On, Off*1	p. 4-78
Special Mode S	Speed Priority 1, Speed Priority 2, Off*1	p. 4-79
Rotate Collate Adjustment	Speed Priority 1*1, Speed Priority 2, Image Priority	p. 4-81
Auto Adjustment for Dirty Feeder	On*1, Off	p. 4-83

*1 Indicates the default setting.

■ Report Settings

Item	Settings	Applicable Page
Settings	TX Report: On, For Error Only*1, Off Report With TX Image: On*1, Off	*3
	Activity Report Auto Print: On*1, Off Send/Receive Separate: On, Off*1	
	RX Report: On, For Error Only, Off*1	
Print List	Address Book List One-touch Buttons: Yes, No Address Book: Yes, No	
	User's Data List: Yes, No	

*1 Indicates the default setting.

*3 See the *Sending and Facsimile Guide*.

■ System Settings

Item	Settings	Applicable Page
System Manager Settings		p. 6-2
System Manager	32 characters maximum	
System Manager ID	Seven digit number maximum	
System Password	Seven digit number maximum	
Department ID Management		p. 6-6
Department ID Management	On, Off*1	
Register ID/Password	Register, Edit, Erase, Set page limits	
Page Totals	Clear, Clear All Totals, Print List	
Allow ID Unknown Printer Jobs	On*1, Off	
Allow ID Unknown Remote Scan Jobs	On*1, Off	
Network Settings		*4

*1 Indicates the default setting.

*4 See the *Network Guide*.

■ System Settings Table Continued

Item	Settings	Applicable Page
Forwarding Settings		*3
Receive Type*2	All*1, Fax, I-Fax	
Validate/Invalidate	On, Off*1	
Register	Condition Name: 50 characters maximum Forwarding Conditions Receive Type: Fax*2, I-Fax	
Forward w/o Cond.	Receive Type: Fax*2, I-Fax Forwarding Destination: Select from the list of registered addresses. File Format: TIFF*1, PDF, Divide into Pages	
Detail/Edit	Condition Name: 50 Characters maximum Forwarding Conditions Receive Type: Fax*2, I-Fax	
Erase	Yes, No	
Print List	Yes, No	
Device Info Settings		p. 6-30
Device Name	32 characters maximum	
Location	32 characters maximum	
User ID Management	On, Off*1	p. 6-2

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*3 See the *Sending and Facsimile Guide.*

■ System Settings Table Continued

Item	Settings	Applicable Page
Communications Settings		*3
E-mail/I-Fax Settings	Maximum TX Data Size: 0 to 99 MB; 3 MB[*1] Divided TX over Max.Data Size: On, Off[*1] Default Subject: 40 characters maximum; Attached Image[*1]	
Fax Settings[*2]	Send Start Speed: 33600 bps[*1], 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps Receive Start Speed: 33600 bps[*1], 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	
Memory Lock Settings	On: Option Off[*1]	
Remote UI On/Off	On[*1], Off	p. 6-34, *5
Restrict the Send Function	Address Book Password: 7 digits maximum Restrict New Addresses: On, Off[*1] Allow Fax Driver TX: On[*1], Off Restrict Recall: On, Off[*1] Confirm Entered Fax Numbers[*2]: On, Off[*1] Restrict Sequential Broadcast: Broadcast Confirmation, Prohibit Broadcast, Off[*1]	p. 6-36
License Registration	Enter a license key using the numeric keys.	p. 1-23
Display Dept. ID/User Name	On[*1], Off	p. 6-53
Auto Online/Offline	Auto Online: On, Off[*1] Auto Offline: On, Off[*1]	p. 6-58
Job Log Display	On[*1], Off	p. 6-49
Use USB Device	On[*1], Off	p. 6-51

Item	Settings	Applicable Page
Failed Forwarding Document Set.	Print Image: On*1, Off Store Image to Memory: On, Off*1	p. 6-55
PDL Selection (PnP)	UFRII LT*1, PCL5e, PCL6, FAX	p. 6-63

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*3 See the *Sending and Facsimile Guide*.

*5 See the *Remote UI Guide*.

■ Copy Settings

Item	Settings	Applicable Page
Image Orientation Priority	On, Off*1	*6
Auto Orientation	On*1, Off	
Standard Settings	Store, Initialize	
Initialize Copy Settings	Yes, No	

*1 Indicates the default setting.

*6 See the *Copying Guide*.

■ Communications Settings

Item	Settings	Applicable Page
Common Settings: TX Settings		*3
Unit Name	24 characters maximum	
Data Compression Ratio	High Ratio, Normal*1, Low Ratio	
Retry Times	0 to 5 times; 3 times*1	
Edit Standard Send Settings	Store, Initialize	
TX Terminal ID	On: Option (Printing Position, Telephone # Mark*2)	
Gamma Value for Color Send Jobs	Gamma 1.0, Gamma 1.4, Gamma 1.8*1, Gamma 2.2	
Sharpness	1 to 7 levels, 4*1	
Register Favorites Button	M1 to M18	
Color TX Scan Settings	Speed Priority*1, Image Priority	
Default Screen for Send	Favorite Buttons, One-touch Buttons, Initial Function*1	
Initialize TX Settings	Yes, No	

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*3 See the *Sending and Facsimile Guide*.

■ Communications Settings Table Continued

Item	Settings	Applicable Page
Common Settings: RX Settings		
2-Sided Print	On, Off*1	*3
Select Cassette	Switch A: On*1, Off Switch B: On*1, Off Switch C: On*1, Off Switch D: On*1, Off	
Receive Reduction	On*1 RX Reduction: Auto*1, Fix. Red. Reduce %: 97, 95, 90*1, 75% Reduce Direction Ver. Hor., Vertical Only*1 Off	
Received Page Footer	On, Off*1	
Continue Printing When Toner Is Out	On, Off*1	
Fax Settings: User Settings*2		
Unit Telephone #	20 characters maximum	
Tel Line Type	Pulse, Tone*1	
Monitor Volume Control	Volume Control: 0 to 3 levels, 1*1	
Fax Settings: TX Settings*2		
ECM TX	On*1, Off	
Pause Time	1 to 15 seconds; 2 seconds*1	
Auto Redial	On*1 Option: Redial Times: 1 to 10 times; 2 times*1 Redial Interval: 2 to 99 minutes; 2*1 minutes*1 TX Error Redial: On*1, Off Off	
Check Dial Tone Before Sending	On*1, Off	
Rotate Send	On*1, Off	

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*3 See the *Sending and Facsimile Guide*.

■ Communications Settings Table Continued

Item	Settings	Applicable Page
Fax Setting: RX Settings[*2]		*3
ECM RX	On[*1], Off	

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*3 See the *Sending and Facsimile Guide*.

■ Printer Settings

See the *PCL/UFR II Printer Guide*

■ Address Book Settings

Item	Settings	Applicable Page
Register Address: Register New Address		*3
Fax[*2]	Fax Number: 120 characters maximum Option: Sending Speed, Long Distance, ECM TX Register Name: 16 characters maximum	
E-mail	E-mail Address: 120 characters maximum Register Name: 16 characters maximum	
I-Fax	I-Fax Address: 120 characters maximum Register Name: 16 characters maximum	
File	Protocol: FTP[*1], Windows (SMB) Host Name: 120 characters maximum File Path: 120 characters maximum User: 24 characters maximum Password: 24 characters maximum (FTP), 14 characters maximum (Windows (SMB)) Register Name: 16 characters maximum	
Group	Address Book Erase Register Name: 16 characters maximum	

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*3 See the *Sending and Facsimile Guide*.

■ Address Book Settings Table Continued

Item	Settings	Applicable Page
Register Address: Erase		
Register Address: Edit		
One-touch Buttons		
Register/Edit	You can register or edit the items of One-touch Buttons for Fax, E-mail, I-Fax, File, and Group shown in Register New Add above. Key Name: 12 characters maximum	*3

*3 See the *Sending and Facsimile Guide*.

Specifying Common Settings

You can specify the settings that are common to the Copy, Send/Fax, and Scan functions.

Initial Function at Power ON

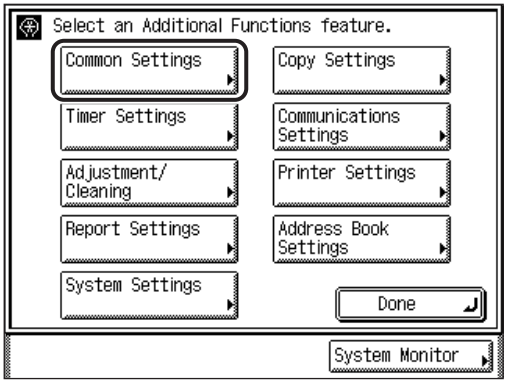
You can specify the screen that is displayed when you turn ON the main power, or after the Auto Clear mode initiates. The System Monitor screen can also be specified as the initial screen.

NOTE

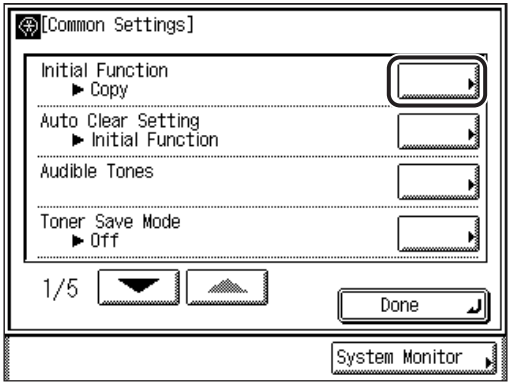
The default settings are:

- Select Initial Function: Copy
- Set System Monitor Screen as initial function.: Off
- Set [Device] as the default for System Monitor: On

1 Press (Additional Functions) → [Common Settings].



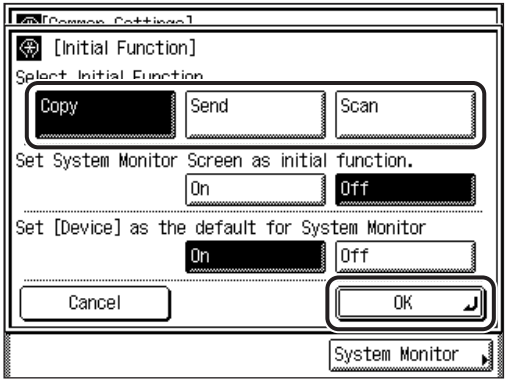
2 Press [Initial Function].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [Copy], [Send], or [Scan] → press [OK].



When the main power is turned ON or after the Auto Clear mode initiates:

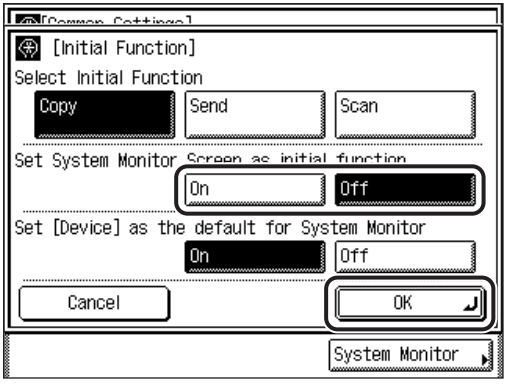
If you select [Copy]: The Copy Basic Features screen appears.

If you select [Send]: The Send Basic Features screen appears.

If you select [Scan]: The Network Scan screen appears.

● **If you want to set the System Monitor screen as the initial function screen:**

❑ Press [On] for <Set System Monitor Screen as initial function.> → press [OK].



The System Monitor screen is displayed when the main power is turned ON, or after the Auto Clear mode initiates.

The selected mode is set.

NOTE

If you do not want to set the Device Status screen as the default screen when you press [System Monitor], press [Off] under <Set [Device] as the default for System Monitor>. If you select [Off], the Copy Job Status screen is displayed when you press [System Monitor].

4 Press [Done] repeatedly until the Basic Features screen appears.

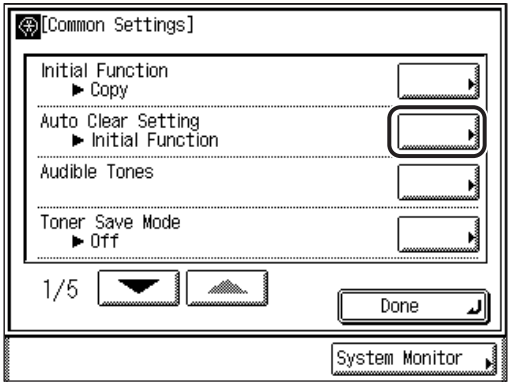
Default Display after Auto Clear

You can specify either the Initial Function or the Selected Function to be displayed on the screen after the Auto Clear mode initiates.

NOTE

- The time necessary for the Auto Clear mode to initiate can be set. (See “Auto Clear Time,” on p. 4-68.)
- The default setting is ‘Initial Function’.

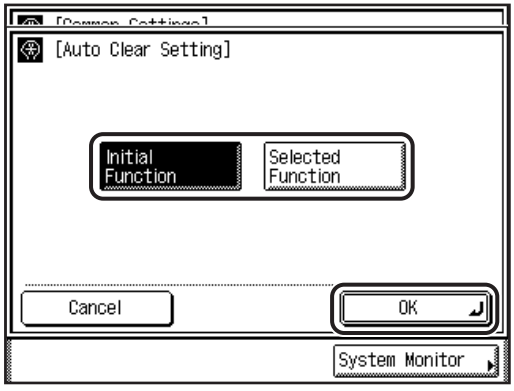
1 Press (Additional Functions) → [Common Settings] → [Auto Clear Setting].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select [Initial Function] or [Selected Function] → press [OK].



Details of each item are shown below.

[Initial Function]: The screen specified as the initial function is displayed after the Auto Clear mode initiates. For example, if you set the System Monitor screen as the initial screen, and Auto Clear initiates while a settings screen for the Send function is shown, the display returns to the System Monitor screen.

[Selected Function]: The display returns to the main screen of the function that was displayed before the Auto Clear mode activated. For example, if you set the System Monitor screen as the initial screen, and Auto Clear initiates while a settings screen for the Send function is shown, the display returns to the Send Basic Features screen.

The selected mode is set.

3 Press [Done] repeatedly until the Basic Features screen appears.

Tone Settings

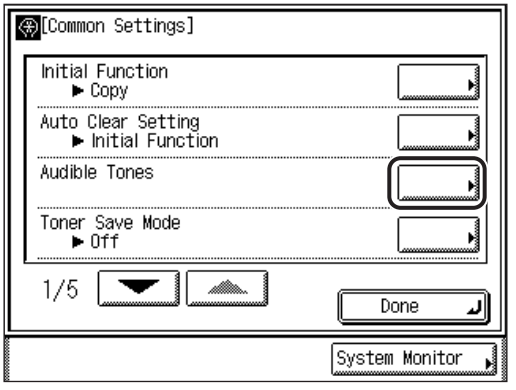
You can set whether to sound audible tones. The following tones sound at the following times:

- Entry Tone: When pressing keys on the control panel or keys on the touch panel display
- Error Tone: When a malfunction occurs (e.g., paper jam or operational error)
- Send Done Tone: After a transmission finishes
- Receive Done Tone: After a document has been received
- Print Done Tone: When printing is complete
- Scan Done Tone: When scanning is complete

NOTE

- The default setting is 'On' for Entry Tone, Error Tone, Print Done Tone, and Scan Done Tone, and 'Off' for Send Done Tone and Receive Done Tone.
- The tone volume can be set only if the optional Super G3 FAX Board is installed.

1 Press (Additional Functions) → [Common Settings] → [Audible Tones].



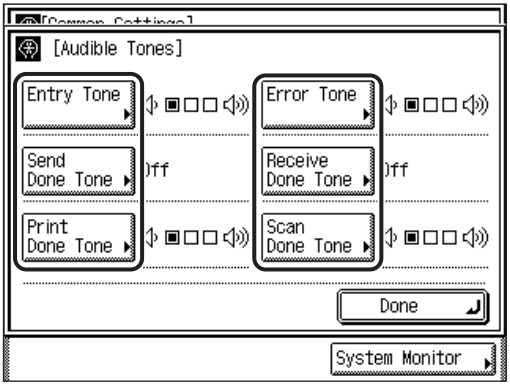
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

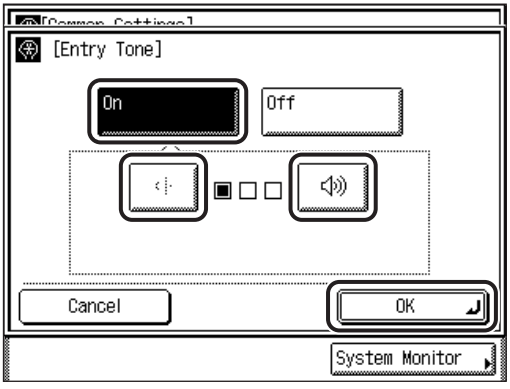
2 Specify the Tone settings as necessary.

● **If the optional Super G3 FAX Board is installed:**

❑ Select the tone whose settings you want to change.



❑ Select [On] → press [ ] or [ ] to set the desired tone volume → press [OK].

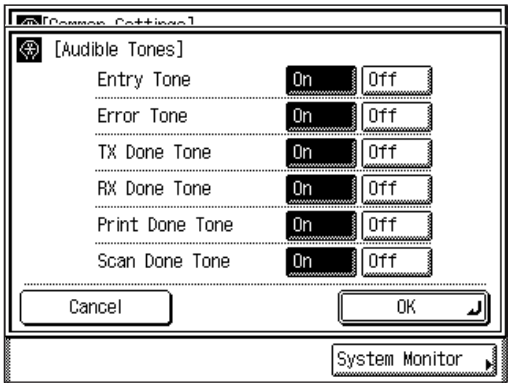


If you do not want a tone to sound, select [Off] for the desired tone.

The selected mode is set.

● **If the optional Super G3 FAX Board is not installed:**

❑ Select [On] or [Off] for the desired tones → press [OK].



The selected mode is set.

3 Press [Done] repeatedly until the Basic Features screen appears.

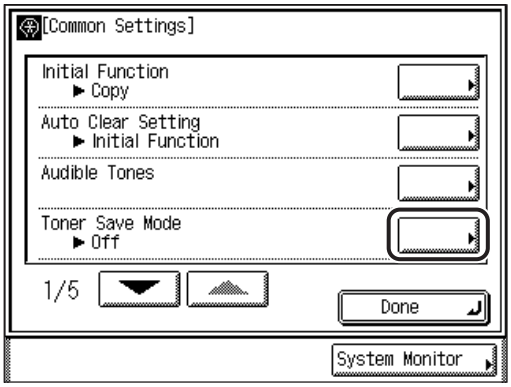
Setting the Toner Save Mode

You can set the level of toner consumption for printing.

NOTE

- If the Toner Save mode is set to 'High', print quality may be affected. If you notice a degradation in print quality, set this mode to 'Off'.
- The default setting is 'Off'.

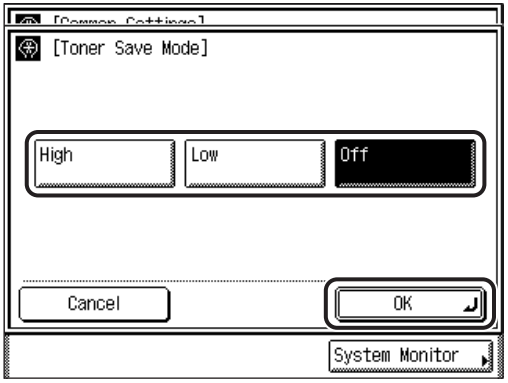
1 Press (Additional Functions) → [Common Settings] → [Toner Save Mode].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 **Select [High], [Low], or [Off] → press [OK].**



The selected mode is set.

3 **Press [Done] repeatedly until the Basic Features screen appears.**

Adjusting the Print Density

You can adjust the density scale if differences between the image on the original and the print occur.

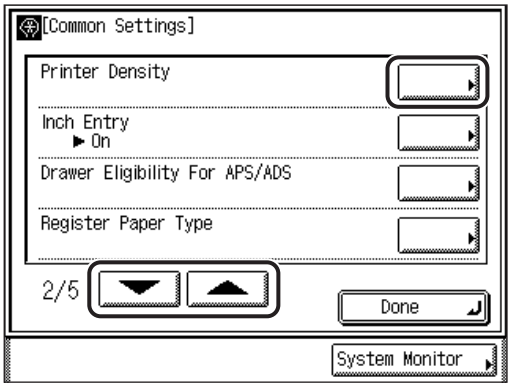
NOTE

The default setting is in the middle '5', on a scale of 1 to 9.

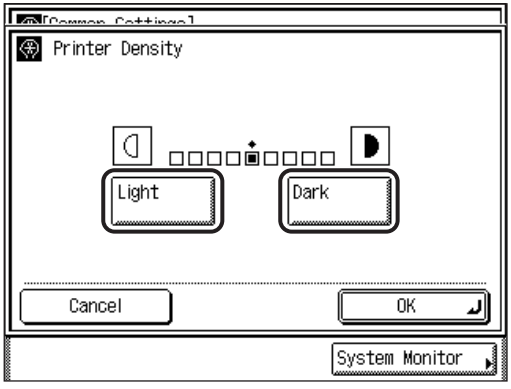
1 **Press (Additional Functions) → [Common Settings].**

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 **Press [▼] or [▲] until [Printer Density] appears → press [Printer Density].**



3 **Press [Light] or [Dark] to adjust the print density → press [OK].**



The selected mode is set.

4 **Press [Done] repeatedly until the Basic Features screen appears.**

Inch Entry

Specifying this setting ensures that the key for entering values in inches is displayed on the various numeric entry screens.

The default entry mode for numeric values is inches, but you can change it to millimeters by turning the Inch Entry mode 'Off'.

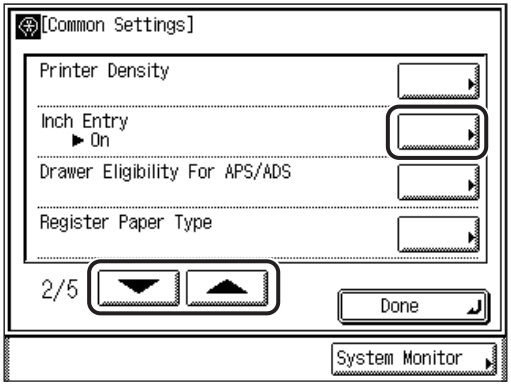
NOTE

- Even if Inch Entry is set to 'On', you still have the option to enter measurements in millimeters by pressing [mm] on the various numeric entry screens.
- The default setting is 'On'.

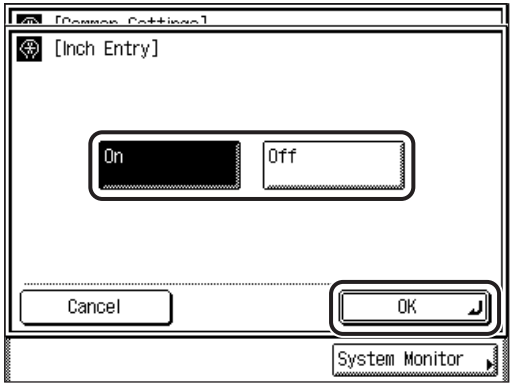
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 Press [▼] or [▲] until [Inch Entry] appears → press [Inch Entry].



3 Select [On] or [Off] → press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Basic Features screen appears.

Auto Paper Selection/Auto Drawer Switching

You can set which paper sources can be used for Automatic Paper Selection and Automatic Drawer Switching. This setting can be made independently for all the different functions of the machine, and is especially useful when you want to use different paper sources for different purposes.

IMPORTANT

This function can only be used when two or more paper drawers are attached to the machine (i.e., if you are using the imageRUNNER 2030i/2025i/2022i, or if the optional Cassette Feeding Module-P1 is attached to the imageRUNNER 2018i.).

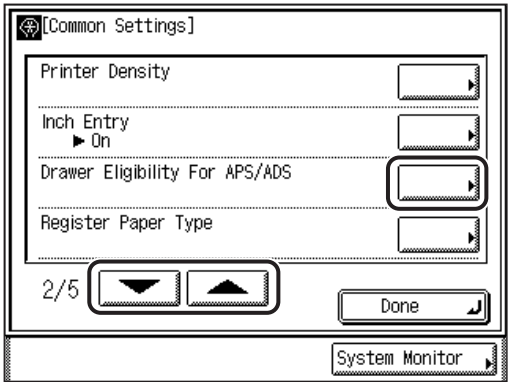
NOTE

- Paper sources set to 'On' are used for the following functions:
  - APS (Auto Paper Selection): The machine automatically selects the appropriate paper size (paper source) based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).
  - ADS (Auto Drawer Switching): If a paper source runs out of paper during a continuous print job, the machine automatically selects another paper source with the same paper size, and begins feeding paper from that paper source.
- The default settings of Copy, Receive and Other are 'Off' for the stack bypass, and 'On' for the other paper sources.
- The default settings of Printer are 'On' for all paper sources except for the stack bypass. You cannot set the stack bypass for Printer.
- If the stack bypass is set to 'Off' for Auto Paper Selection/Auto Drawer Switching, and an optional cassette feeding module is not attached, the Auto Drawer Switching mode cannot be used for the imageRUNNER 2018i.

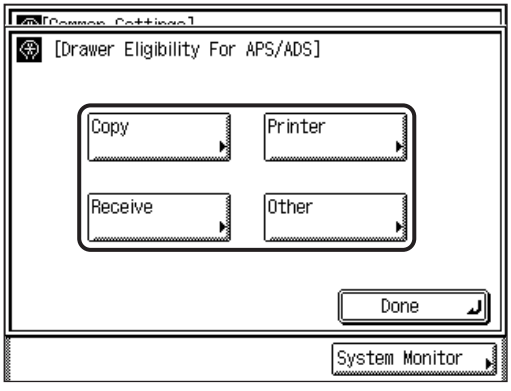
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 Press [▼] or [▲] until [Drawer Eligibility For APS/ADS] appears → press [Drawer Eligibility For APS/ADS].



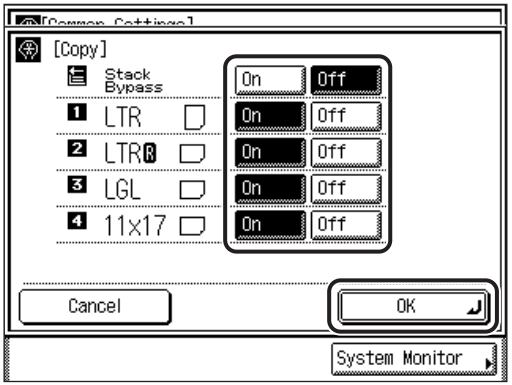
3 Select [Copy], [Printer], [Receive], or [Other].



NOTE

[Other] is used for specifying the paper source for printing reports.

4 Select [On] or [Off] for the stack bypass and the other paper sources → press [OK].

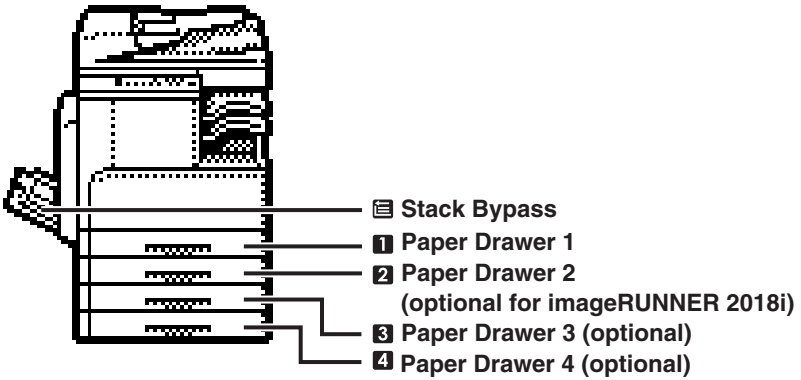


Details of each item are shown below.

[On]: The paper source is eligible for APS/ADS.

[Off]: The paper source is ineligible for APS/ADS.

The numbers on the screen represent the following paper sources:


Stack Bypass
1 Paper Drawer 1
2 Paper Drawer 2
(optional for imageRUNNER 2018i)
3 Paper Drawer 3 (optional)
4 Paper Drawer 4 (optional)

The imageRUNNER 2022i with the optional Finisher-U2, Additional Finisher Tray-C1, and Cassette Feeding Module-Q1 attached.

The selected mode is set.

NOTE

- Regardless of the stack bypass setting, you cannot select 'Off' for all of the paper sources at the same time. At least one of the paper sources, besides the stack bypass must be set to 'On'.
- If you selected [Printer] in step 3, the Stack Bypass icon ( ) will not be displayed on the paper selection screen in step 4.

5 Press [Done] repeatedly until the Basic Features screen appears.

Identifying the Type of Paper in a Paper Source

This setting enables you to specify the paper type loaded in each paper source. Once you specify this information, icons indicating the type of paper loaded in each paper source appear on the paper selection screen.

IMPORTANT

Be sure to correctly set the paper type. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

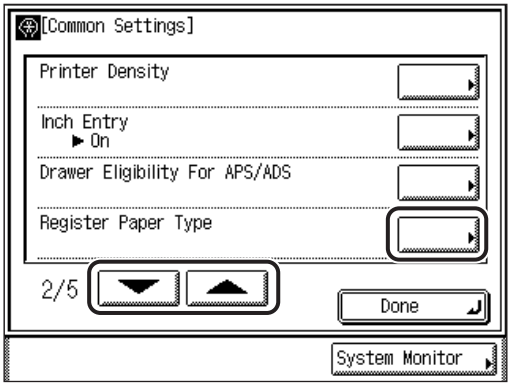
NOTE

For the imageRUNNER 2018i, 2 (paper drawer 2) appears only if the optional Cassette Feeding Module-P1 is attached. 3 (paper drawer 3) and 4 (paper drawer 4) appear only if the optional Cassette Feeding Module-Q1 is attached to the imageRUNNER 2030i/2025i/2022i/2018i.

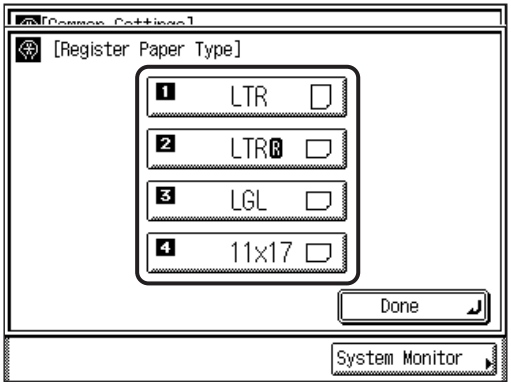
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

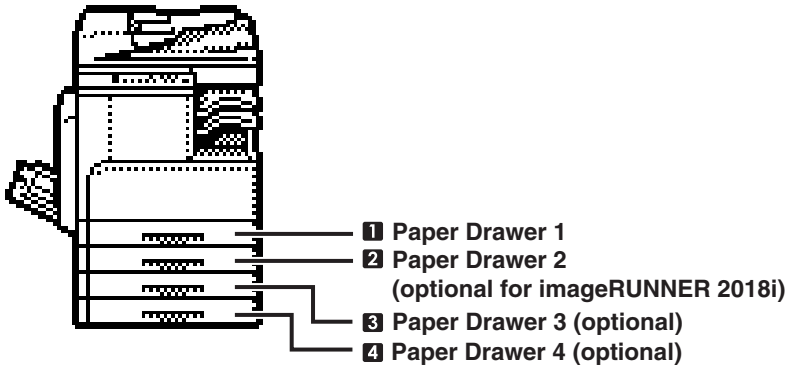
2 **Press [▼] or [▲] until [Register Paper Type] appears → press [Register Paper Type].**



3 **Select the paper source in which you want to register the paper type.**

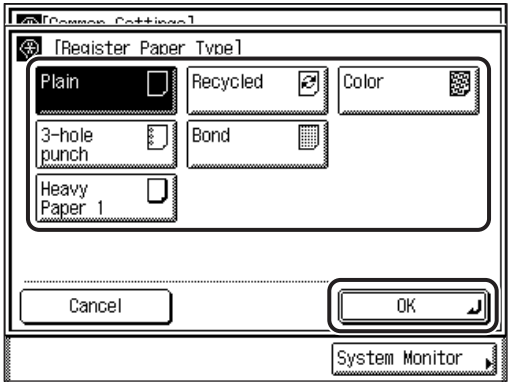


The numbers on the screen represent the following paper sources:



The imageRUNNER 2022i with optional Finisher-U2, Additional Finisher Tray-C1, and Cassette Feeding Module-Q1 attached.

4 Select the desired paper type loaded in the paper source → press [OK].



Make sure that the registered paper type setting is the same paper type that is loaded in the paper source.

The selected mode is set.

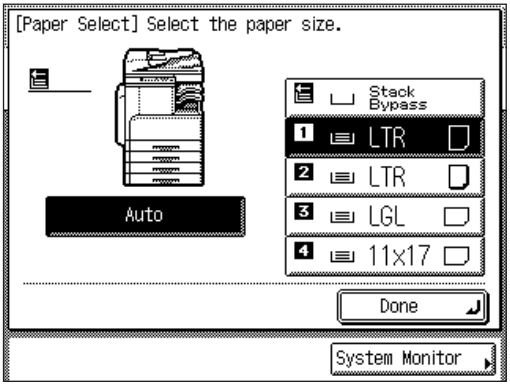
NOTE

For more information on paper types, see “Available Paper Stock,” on p. 2-44.

5 Press [Done] repeatedly until the Basic Features screen appears.

NOTE

The registered paper type information is displayed through the use of icons on the paper selection screen, as shown below.



Energy Consumption in the Sleep Mode

You can set the amount of energy that the machine consumes when it is in the Sleep mode.

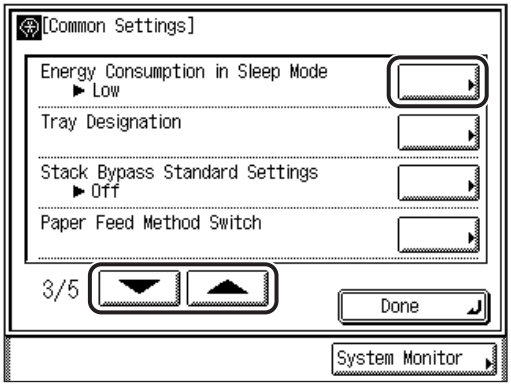
NOTE

- If there is a job which has been reserved for delayed sending, the machine will not enter the Sleep mode completely.
- If you are using a management application to view or manage the settings and status of the machine via the network, the machine may not enter the Sleep mode completely.
- If you are using the machine as a Windows printer, the machine may not enter the Sleep mode completely if SNMP Status is enabled for your operating system (unless your computer is turned OFF). For more information on disabling SNMP Status, contact your network administrator.
- The default setting is 'Low'.
- The energy consumption level in the Sleep mode is 'High' even when the energy consumption level is set to 'Low', such as when a job is being processed (including a forwarding job, report job, receive job, or sending a forwarding done notice).
- For information on each setting, see the *Sending and Facsimile Guide*, or *Network Guide*.

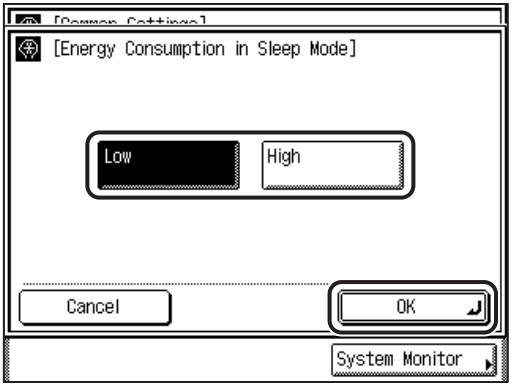
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 Press [▼] or [▲] until [Energy Consumption in Sleep Mode] appears → press [Energy Consumption in Sleep Mode].



3 Select [Low] or [High] → press [OK].



Details of each item are shown below.

[Low]: Energy consumption in the Sleep mode is low, but it takes longer to recover from the Sleep mode.

[High]: Energy consumption in the Sleep mode is high, but it takes shorter to recover from the Sleep mode.

The selected mode is set.

NOTE

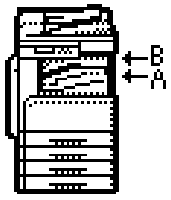
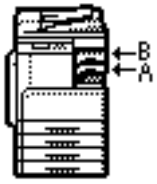
If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

4 Press [Done] repeatedly until the Basic Features screen appears.

Output Tray Designation

You can designate the machine's output trays to be used for specific functions.

The output trays are indicated by Tray A and B. However, the Tray Designation settings may differ, depending on the options that are attached to the machine.

Options Attached	Default Settings	Tray A/B
Inner 2 Way Tray-E2	Tray A: Copy, Printer, Receive, Other Tray B: Copy, Printer, Receive, Other	
Finisher-U2 and Additional Finisher Tray-C1	Tray A: Copy, Printer, Receive, Other Tray B: Copy, Printer, Receive, Other	

IMPORTANT

The Tray Designation mode is available only if the optional Finisher-U2 or Inner 2 Way Tray-E2 is attached to the machine.

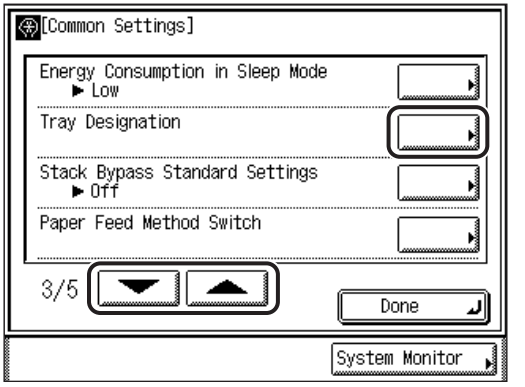
NOTE

The same output tray can be designated for multiple functions.

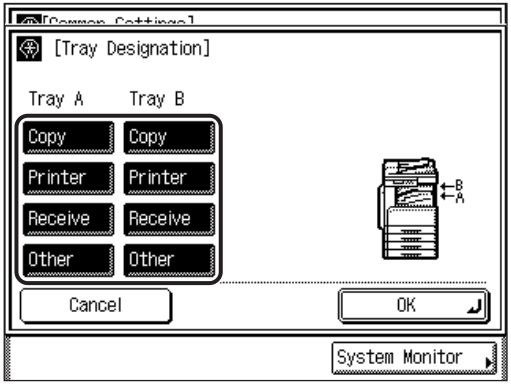
1 **Press (Additional Functions) → [Common Settings].**

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

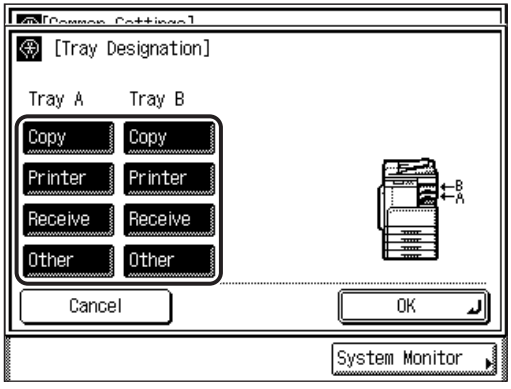
2 **Press [▼] or [▲] until [Tray Designation] appears → press [Tray Designation].**



3 Select the functions for which to designate output Trays A and B → press [OK].



The imageRUNNER 2022i with the optional Inner 2 Way Tray-E2 and Cassette Feeding Module-Q1 attached.



The imageRUNNER 2022i with the optional Finisher-U2, Additional Finisher Tray-C1 and Cassette Feeding Module-Q1 attached.

[Other] is used for specifying report printing settings.

If you want to use an output tray for only one function, select only that function.

The selected mode is set.

IMPORTANT

- If a certain tray reaches its stacking limit, the machine automatically uses another tray that is designated for the same function. However, it is recommended that you only designate one tray for I-fax or fax documents to prevent them from getting lost.
- If the optional Finisher-U2 is attached and the Staple mode is set, the sheets are output to Tray A, regardless of the Tray Designation settings.
- If the optional Finisher-U2 is attached and any of the following paper types is selected, the sheets are output to Tray A, regardless of the Tray Designation settings:
  - Nonstandard paper size stock, envelopes, heavyweight paper, transparencies, or labels.

4 Press [Done] repeatedly until the Basic Features screen appears.

Standard Paper for the Stack Bypass

You can set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.

If the Stack Bypass Standard Settings are stored when using the Send function, you can also use the stack bypass to receive I-fax or fax documents.

IMPORTANT

When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

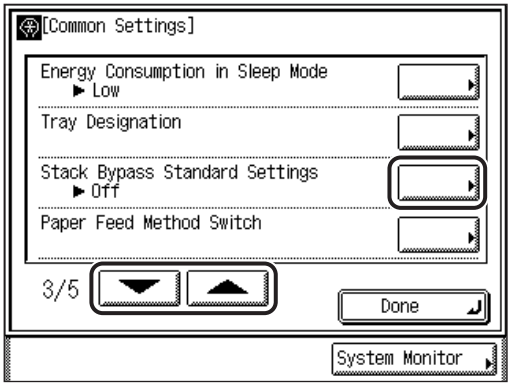
NOTE

- If you are using the stack bypass as a paper source for Copy and Receive (I-fax or fax), you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See “Auto Paper Selection/Auto Drawer Switching,” on p. 4-30.)
- The default setting is ‘Off’.

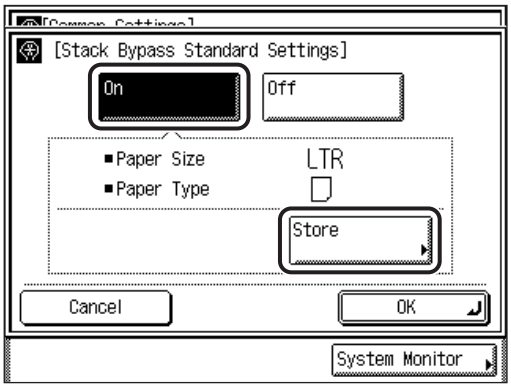
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of “Initial Function at Power ON,” on p. 4-17.

2 Press [▼] or [▲] until [Stack Bypass Standard Settings] appears → press [Stack Bypass Standard Settings].



3 Press [On] → [Store].

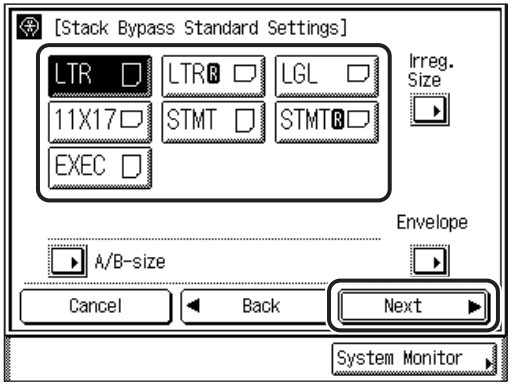


If you press [Off], proceed to step 6.

4 Select the desired paper size.

● **If you want to select a standard paper size:**

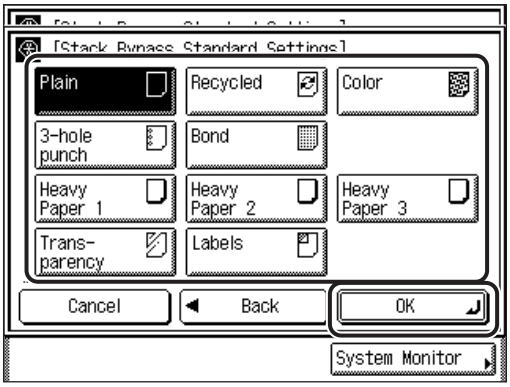
❑ Select the desired paper size → press [Next].



NOTE

To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type → press [OK].



IMPORTANT

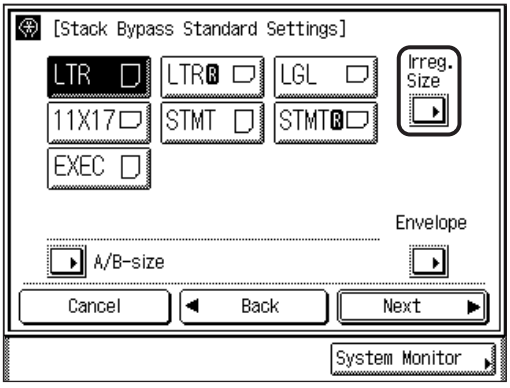
When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

NOTE

- If you select [Transparency] or [Labels], you cannot use the Rotate Collate, Rotate Group, Offset Collate, Offset Group, or Staple mode.
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see “Available Paper Stock,” on p. 2-44.

● If you want to select a nonstandard paper size:

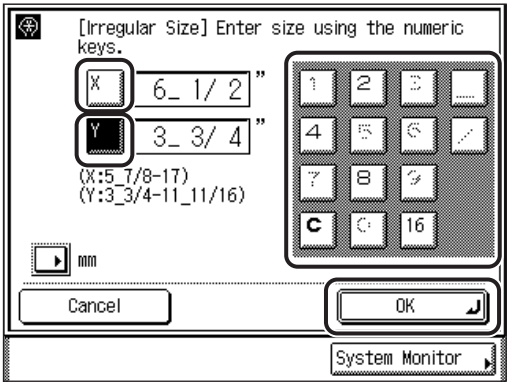
❑ Press [Irreg. Size].



❑ Press [X] to specify the horizontal axis of the paper → enter a value using the numeric keys on the touch panel display.

❑ Press [Y] to specify the vertical axis of the paper → enter a value using the numeric keys on the touch panel display.

❑ Press [OK].



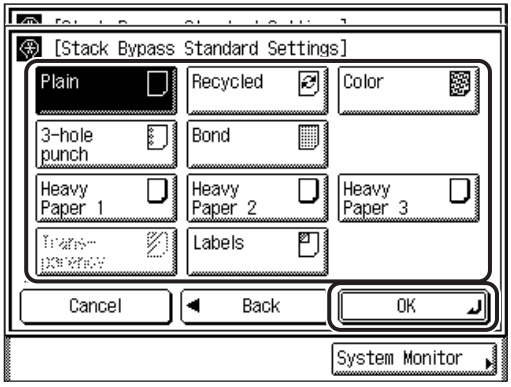
The display returns to the paper size selection screen.

NOTE

- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- For more information on entering the values in inches, see “Values in Inches,” on p. 2-21.
- To enter values in millimeters, press [mm].
- When entering the value in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entry.
- When entering the value in millimeters, you can also change the value by pressing [-] or [+] in increments of 1.0 mm, even if you have entered the value.
- You can use values for [X] between 5 7/8" (148 mm) and 17" (432 mm), and for [Y] between 3 3/4" (95 mm) and 11 11/16" (297 mm).

❑ Press [Next]

❑ Select the desired paper type → press [OK].



IMPORTANT

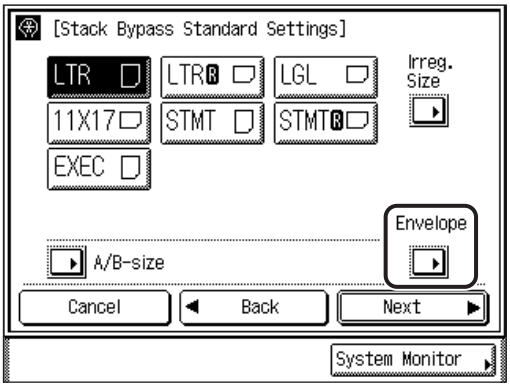
- When printing on special types of paper, such as heavyweight paper, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select [Irreg. Size], you cannot use the Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, or Image Combination mode. (See Chapter 5, “Appendix,” in the *Copying Guide*.)

NOTE

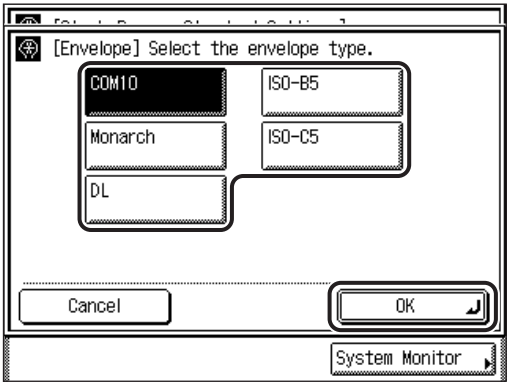
For more information on paper types, see “Available Paper Stock,” on p. 2-44.

● **If you want to select an envelope size:**

❑ Press [Envelope].



❑ Select the envelope type → press [OK].



The display returns to the paper size selection screen.

IMPORTANT

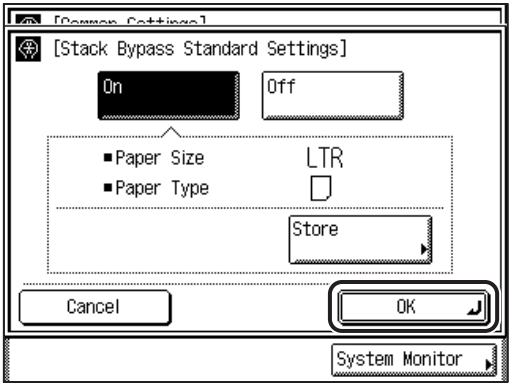
- If the envelope type is not selected correctly, a paper jam may occur.
- If you select [Envelope], you cannot use the finishing modes, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, or Image Combination mode.

❑ Press [OK].

NOTE

- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see “Available Paper Stock,” on p. 2-44.

5 Press [OK].



The selected mode is set.

6 Press [Done] repeatedly until the Basic Features screen appears.

Setting the Speed or Print Side Priority

You can set whether the printer speed is the priority for your job, or whether to print on a specific side of the paper. This is useful when you want to make one- or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it) without changing the orientation of the paper of the paper loaded in a paper source.

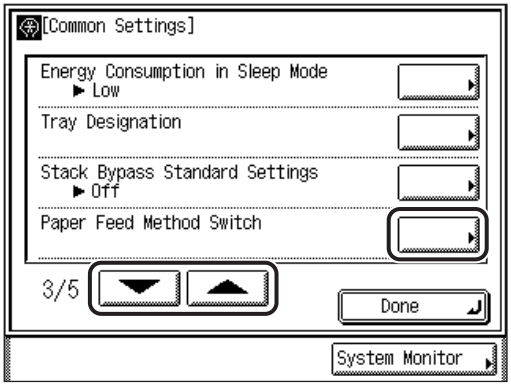
NOTE

The default setting for all the paper sources is 'Speed'.

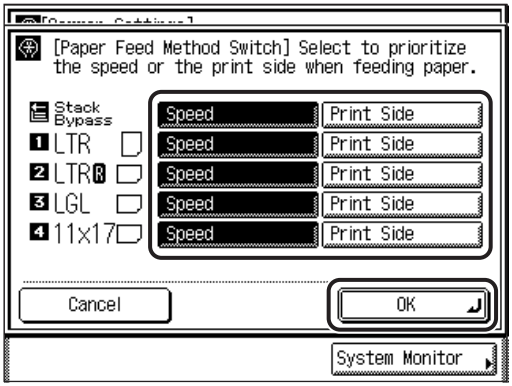
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 Press [▼] or [▲] until [Paper Feed Method Switch] appears → press [Paper Feed Method Switch].



3 Select [Speed] or [Print Side] for each paper source → press [OK].



Details of each item are shown below.

[Speed]: When you feed one- or two-sided prints into the machine, the method for delivering paper inside the machine changes, and this affects the printing speed. Therefore, to maximize the printing speed, load the paper manually as follows:

One-Sided Prints: Load the paper face up in a paper drawer, or face down into the stack bypass. The side facing up in the paper drawer, and the side facing down in the stack bypass are the sides printed on.

Two-Sided Prints: Load the paper face down in a paper drawer, or face up in the stack bypass. The side facing down in the paper drawer, and the side facing up in the stack bypass are the first sides that are printed on.

[Print Side]: If you load paper in a paper drawer and select [Print Side], no matter whether you are printing one- or two-sided prints, the side of the paper facing down is always the one printed on first. (The side facing up is the one printed on first for the stack bypass.) However, some speed will be sacrificed when printing one-sided prints.

If [Print Side] is selected for a paper source, and Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to 'On', the Automatic Paper Selection and Automatic Drawer Switching settings are ignored. Also, the machine's printing speed may become slower when you print one-sided documents.

The selected mode is set.

4 Press [Done] repeatedly until the Basic Features screen appears.

Changing the Language Shown on the Touch Panel Display

You can select the language displayed on the touch panel display.

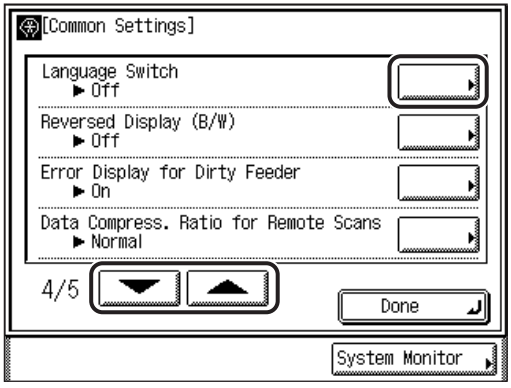
NOTE

- If Language Switch is set to 'On', some characters are restricted and cannot be entered. To be able to enter all characters, set Language Switch to 'Off'.
- Even if Language Switch is set to 'On', there are some languages that cannot be displayed.
- The default setting is 'Off'.

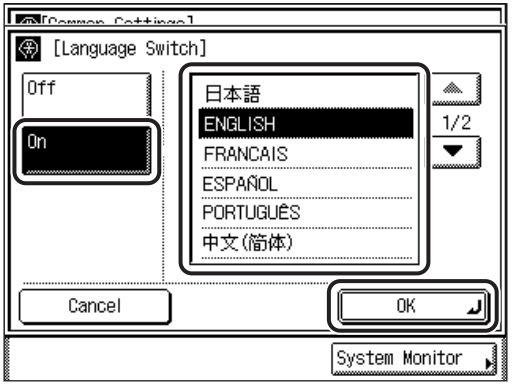
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 Press [▼] or [▲] until [Language Switch] appears → press [Language Switch].



3 Press [On] → select the desired language → press [OK].



If the desired language is not displayed, press [▼] or [▲] to scroll to the desired language.

If you do not want to change the display language, press [Off].

The touch panel display language changes to the selected language.

IMPORTANT

Some messages may not be displayed properly in the language that you just selected. In this case, restart the machine (turn the machine OFF, and then back ON).

Reversing the Contrast of the Touch Panel Display

You can reverse the contrast on the touch panel display for better viewing. The Reversed Display mode reverses the light and dark areas on the touch panel display. If you find it hard to read what is being shown on the touch panel display, try using this mode.

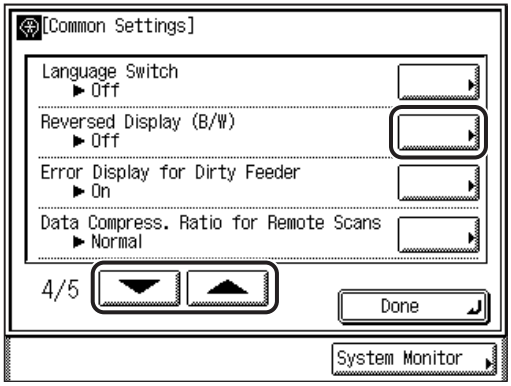
NOTE

The default setting is 'Off'.

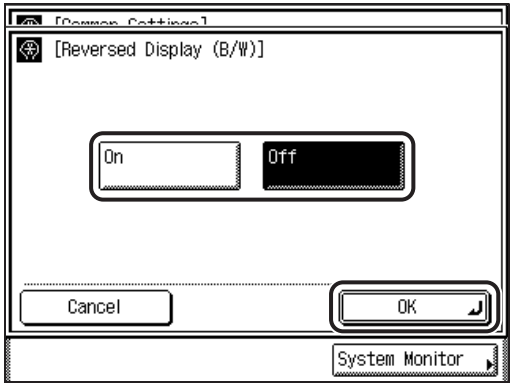
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 Press [▼] or [▲] until [Reversed Display (B/W)] appears → press [Reversed Display (B/W)].



3 Select [On] or [Off] → press [OK].



Details of each item are shown below.

[On]: The colors of the touch panel display screen are reversed (i.e., the areas that are normally light become dark, and the dark areas become light).

[Off]: The touch panel display screen returns to its default colors.

The touch panel display's contrast changes.

4 Press [Done] repeatedly until the Basic Features screen appears.

Displaying a Feeder Error Message Prompt

You can use the Feeder Error Message mode to prompt you to clean the scanning area when the machine detects streaks or stains. If the feeder is not clean, the machine will scan and print dust and grime on the output.

The Feeder Error Message Prompt appears only when originals are placed in the feeder. For instructions on cleaning the feeder's scanning area, see "Manual Feeder Cleaning," on p. 7-27.

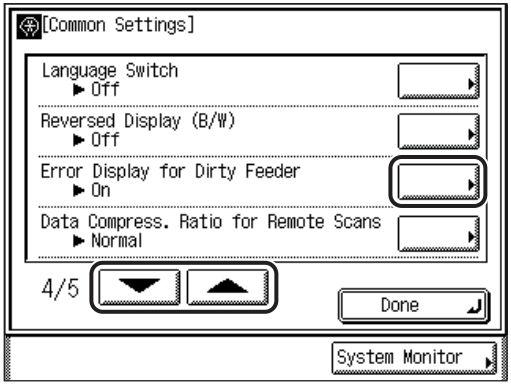
NOTE

The default setting is 'On'.

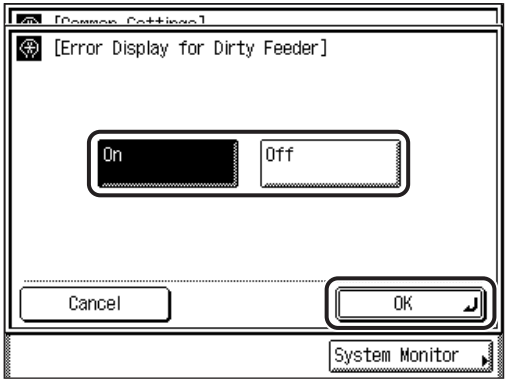
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 Press [▼] or [▲] until [Error Display for Dirty Feeder] appears → press [Error Display for Dirty Feeder].



3 Select [On] or [Off] → press [OK].



If you select [On], the screen prompting you to clean the scanning area will appear when the machine detects streaks or stains.

The selected mode is set.

4 Press [Done] repeatedly until the Basic Features screen appears.

Data Compression Ratio for Remote Scans

You can set the compression ratio for network scanning. A high compression ratio reduces the amount of memory used for scanning the document, but results in a lower image quality. On the contrary, a low compression ratio increases the amount of memory used for scanning the document, but results in a higher image quality.

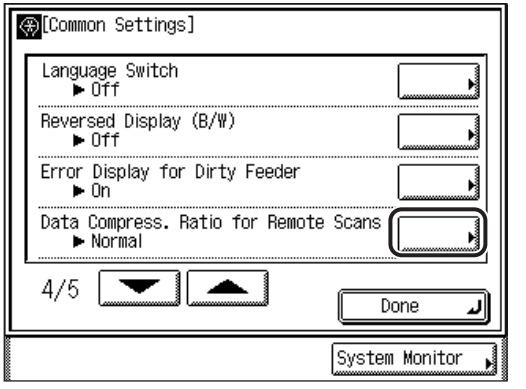
NOTE

- For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.
- The default setting is 'Normal'.

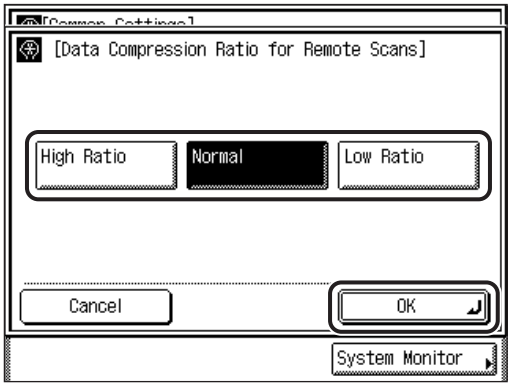
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 Press [▼] or [▲] until [Data Compress. Ratio for Remote Scans] appears → press [Data Compress. Ratio for Remote Scans].



3 Select [High Ratio], [Normal], or [Low Ratio] → press [OK].



Details of each item are shown below.

[High Ratio]:	A small amount of memory is used for scanning the document, but the images have a lower image quality.
[Normal]:	The amount of memory used for the document and the quality of the images are moderate. The compression ratio is between the High Ratio and Low Ratio settings.
[Low Ratio]:	A large amount of memory is used for the document, but the images have a higher image quality.

4 Press [Done] repeatedly until the Basic Features screen appears.

Setting the Gamma Value for Remote Scans

You can set the gamma value that is used for scanning color documents into your computer through the Network Scan function. Select a gamma value that is most suited to your computer settings so that you can print the document from your computer with the most optimal density.

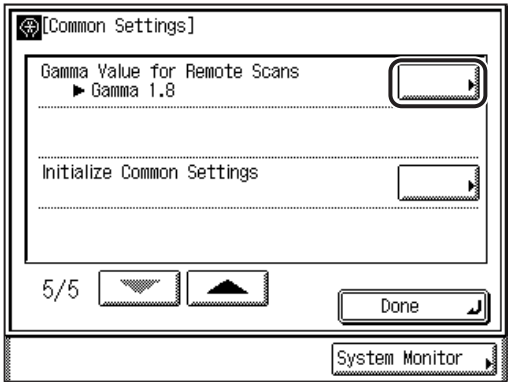
NOTE

- For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.
- The default setting is 'Gamma 1.8'.

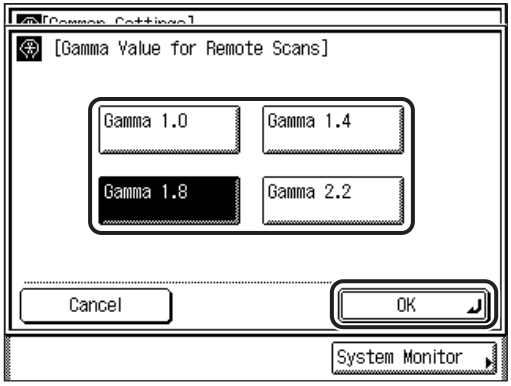
1 Press (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 Press [▼] or [▲] until [Gamma Value for Remote Scans] appears → press [Gamma Value for Remote Scans].



3 **Select the gamma value ([Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2]) → press [OK].**



4 **Press [Done] repeatedly until the Basic Features screen appears.**

Returning the Common Settings to Their Defaults

You can restore all of the Common Settings to their defaults (initial settings).

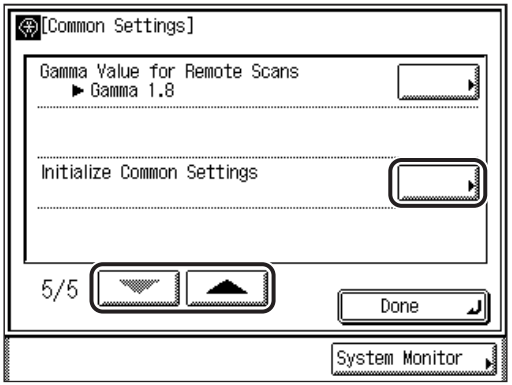
NOTE

If you set Language Switch to 'On', and then return the Common Settings to their default settings, Language Switch is turned 'Off', but the language shown on the touch panel display remains unchanged. (See "Changing the Language Shown on the Touch Panel Display," on p. 4-51.)

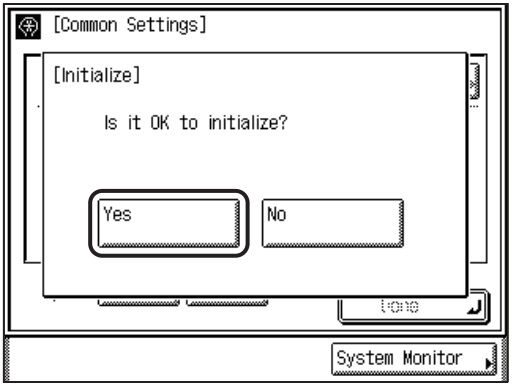
1 **Press (Additional Functions) → [Common Settings].**

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 4-17.

2 **Press [▼] or [▲] until [Initialize Common Settings] appears → press [Initialize Common Settings].**

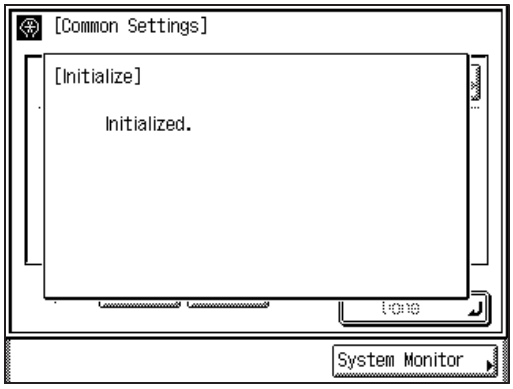


3 **Press [Yes].**



To cancel initializing the Common Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.



The Common Settings are returned to their defaults.

4 Press [Done] repeatedly until the Basic Features screen appears.

Timer Settings

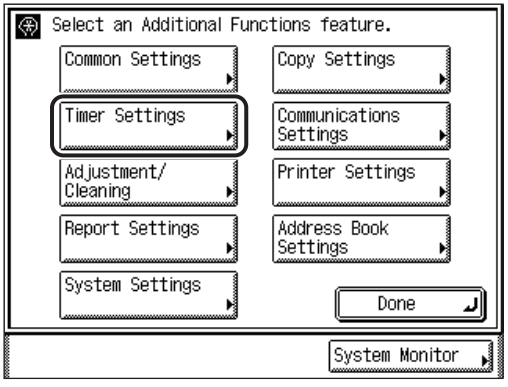
You can make various timer related settings for the machine, such as adjusting the current time and date, and specifying the time it takes for the machine to enter into the Sleep mode.

Current Date and Time

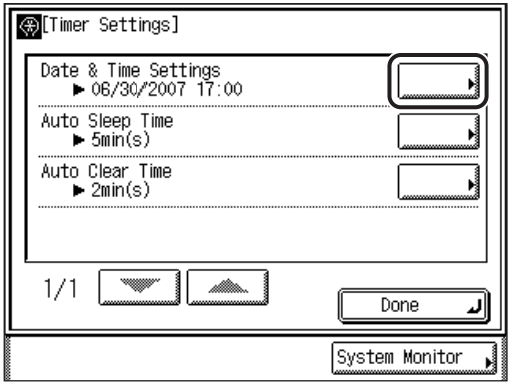
You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).
- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (±0 hours). A time zone is a region throughout which this time difference is the same.
- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called “Daylight Saving Time.”

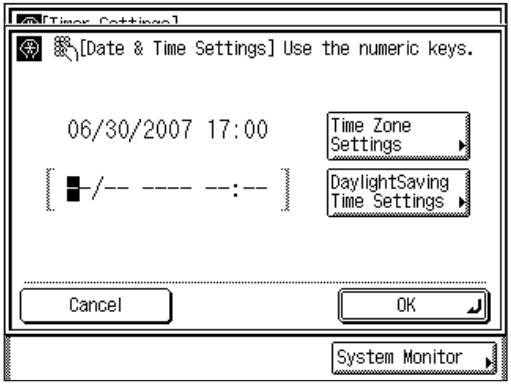
1 Press (Additional Functions) → [Timer Settings].



2 Press [Date & Time Settings].



3 Enter the current date (month, day, year) and time using ⓪ - ⑨ (numeric keys).



Enter the month and the day using four digits (including zeros).

Enter all four digits of the year, and the time in 24-hour notation, as four digits (including zeros) without a space.

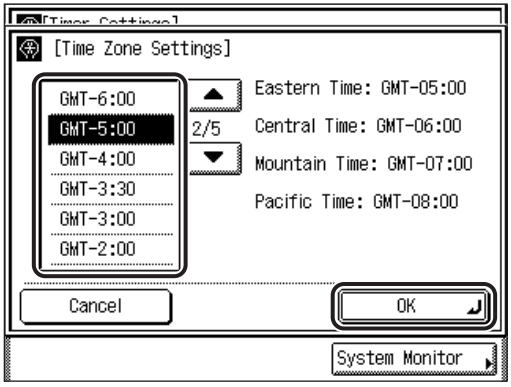
Examples: May 6 → 0506
7:05 a.m. → 0705
11:18 p.m. → 2318

NOTE

If you make a mistake when entering values, press ⓒ (Clear) → enter the values again, starting with the month.

● **If you are setting the Time Zone:**

❑ Press [Time Zone Settings] → select the time zone in which the machine is located → press [OK].

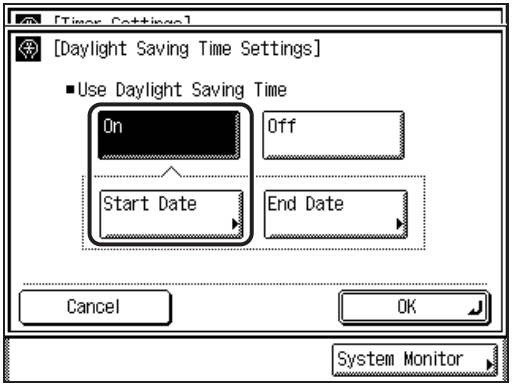


NOTE

- The default setting is 'GMT-5:00'.
  - Eastern time (US/Canada): GMT-5:00
  - Central time (US/Canada): GMT-6:00
  - Mountain time (US/Canada): GMT-7:00
  - Pacific time (US/Canada): GMT-8:00
- If the desired time zone is not displayed, press [▼] or [▲] to scroll through the list.

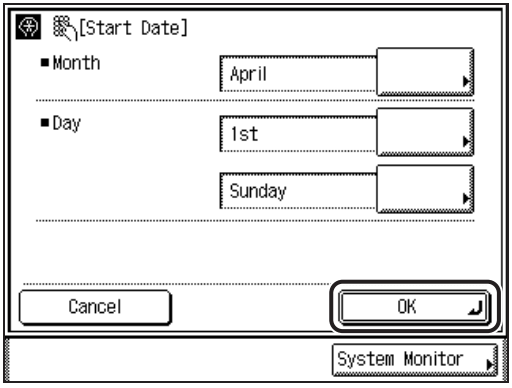
● **If you are setting Daylight Saving Time:**

❑ Press [Daylight Saving Time Settings] → [On] → [Start Date].

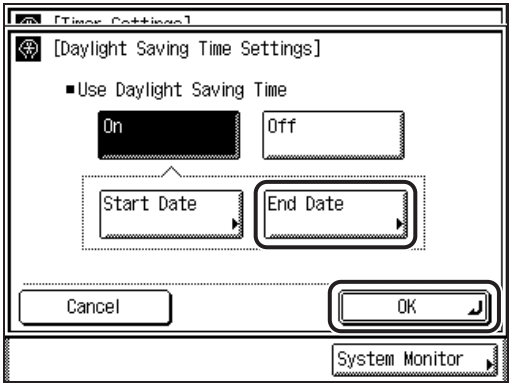


❑ Select the month and day from the Month and Day drop-down lists, respectively.

❑ Press [OK].



❑ Press [End Date] → select the month and day at which Daylight Saving Time ends → press [OK].

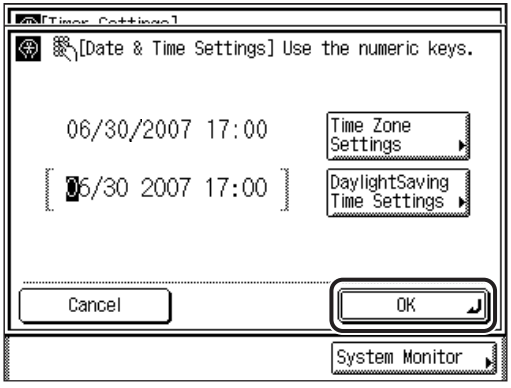


❑ Press [OK].

NOTE

- If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.
- The default setting is 'Off'.

4 Press [OK].



The selected mode is set.

5 Press [Done] repeatedly until the Basic Features screen appears.

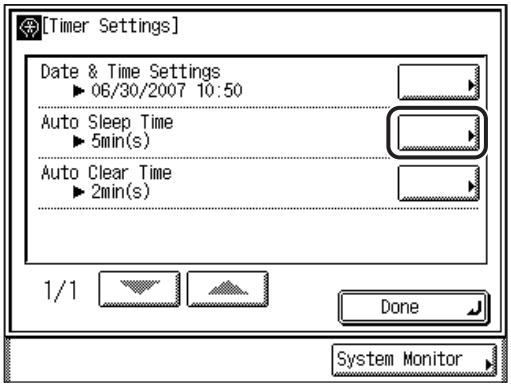
Auto Sleep Time

If the machine is idle for a certain period of time (after the last print job or key operation is performed), the control panel power switch automatically switches OFF to save power. The machine has entered the Sleep mode.

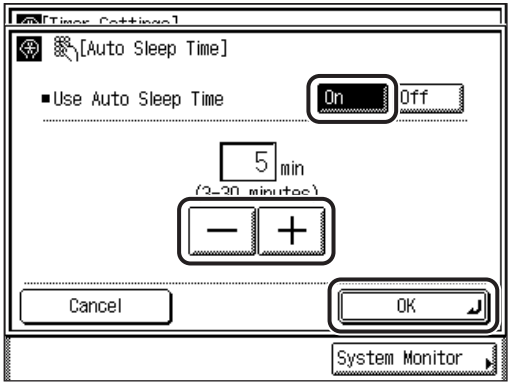
NOTE

The default setting is '5' minutes.

1 Press (Additional Functions) → [Timer Settings] → [Auto Sleep Time].



2 Press [On] for <Use Auto Sleep Time> → press [-] or [+] to specify the desired Auto Sleep Time → press [OK].



The Auto Sleep Time can be set from 3 to 30 minutes.

The selected mode is set.

3 Press [Done] repeatedly until the Basic Features screen appears.

Auto Clear Time

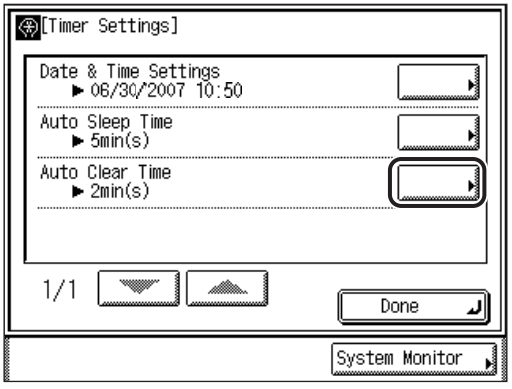
If the machine is idle for a certain period of time (after the last print job or key operation is performed), the display returns to the Basic Features screen (standard settings) of the selected function. This period of time is called the “Auto Clear Time.”

The Auto Clear Time mode can be set from 0 to 9 minutes in one minute increments, and can also be set to ‘Off’.

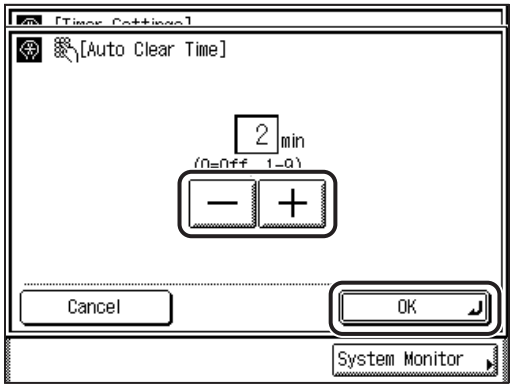
NOTE

- If ‘0’ is selected, the Auto Clear Time mode is not set.
- The default setting is ‘2’ minutes.

1 Press (Additional Functions) → [Timer Settings] → [Auto Clear Time].



2 Press [-] or [+] to specify the desired Auto Clear Time → press [OK].



The Auto Clear Time can be set from 0 to 9 minutes in one minute increments.

You can also enter values using ⓪ - ⑨ (numeric keys).

The selected mode is set.

3 Press [Done] repeatedly until the Basic Features screen appears.

Adjusting the Machine

This section describes how you can adjust the settings of the machine to improve print quality and to prevent paper jams, which may occur when a variety of functions are used.

It is recommended that you perform these settings regularly to prevent a number of problems from occurring.

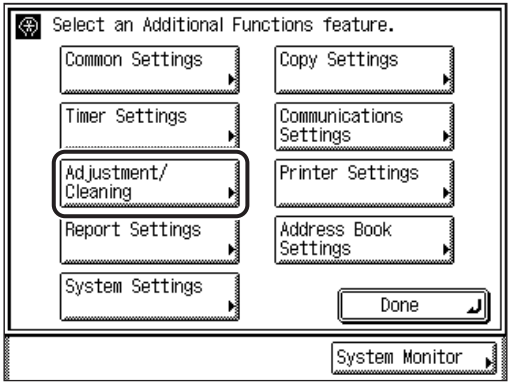
Improving Print Quality and Density (Special Mode M)

If you notice a degradation in print quality and density, use Special Mode M to compensate for these errors, and adjust the print density level.

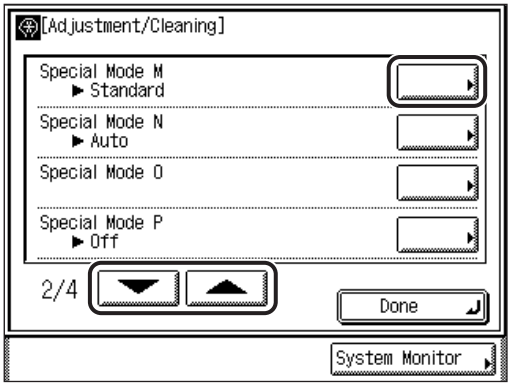
NOTE

- The default setting is “Standard”.
- Selecting [High] may be effective when printing on the heavyweight paper.
- Selecting [Low] may be effective when printing on paper that contains a lot of moisture because it was stored for a long period of time after opening, or when printing on recycled paper.

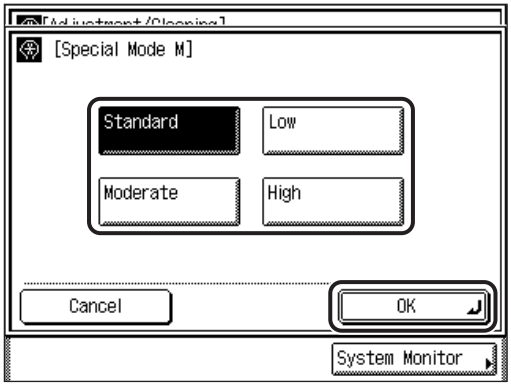
1 Press (Additional Functions) → [Adjustment/Cleaning].



2 Press [▼] or [▲] until [Special Mode M] appears → press [Special Mode M].



3 Select [Standard], [Low], [Moderate], or [High] → press [OK].



Details of each item are shown below:

[Standard]: Normal transcription output

[Low]: Lower than normal transcription output

[Moderate]: Slightly higher than normal transcription output

[High]: Higher than normal transcription output

The selected mode is set.

4 Press [Done] repeatedly until the Basic Features screen appears.

Preventing Paper Curls or Jams Due to High-humidity Environment (Special Mode N)

When printing on paper that has absorbed moisture, the paper may curl or jam. If the machine is used in a high-humidity environment, use Special Mode N to prevent paper from curling or jamming.

IMPORTANT

Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Printing on such paper will frequently result in a paper jam.

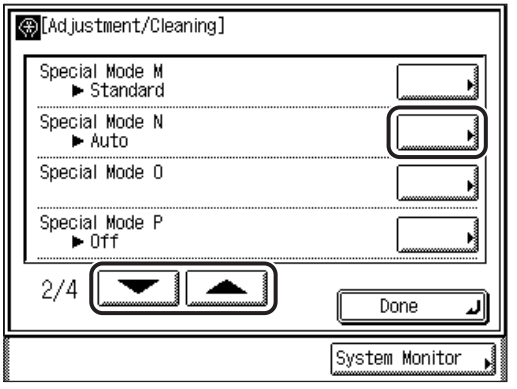
NOTE

- If Special Mode N is activated, it may take longer to print. If you notice that the printing speed has slowed, set Special Mode N to 'Off.'
- The default setting is 'Auto.'

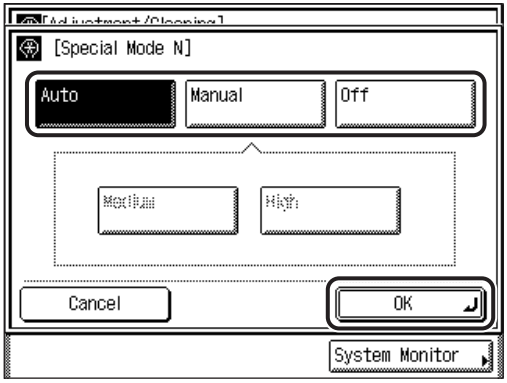
1 Press (Additional Functions) → [Adjustment/Cleaning].

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 4-70.

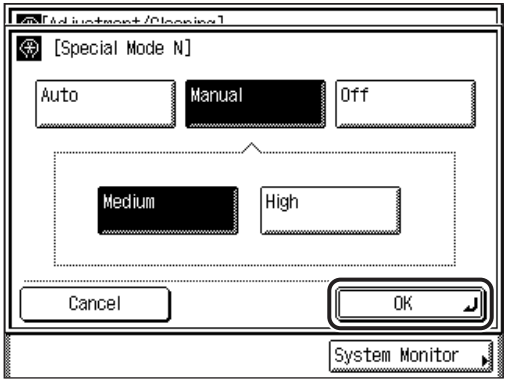
2 Press [▼] or [▲] until [Special Mode N] appears → press [Special Mode N].



3 Select [Auto], [Manual], or [Off] → press [OK].



If you select [Manual], select [Medium] or [High].



Details of each item are shown below:

[Auto]: Automatically switches to the appropriate curl prevention level.

[Manual]: Enables manual selection of Medium or High.

[Medium]: Prevents curling of paper that has absorbed moisture.

[High]: Prevents paper curls more effectively than when Medium is selected.

[Off]: Disables Special Mode N.

The selected mode is set.

NOTE

If you select [Medium] or [High] when paper is not moistened, the print quality may be deteriorated.

4 Press [Done] repeatedly until the Basic Features screen appears.

Preventing Paper Jams when Printing on the Back Side of Printed Paper (Special Mode O)

When printing on the back side of printed paper, paper jams may occur more frequently because the paper does not separate easily from the drum. In this case, use Special Mode O to prevent paper jams.

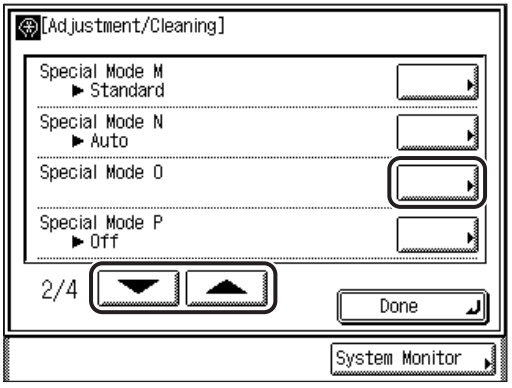
NOTE

The default setting is 'Off' for both Stack Bypass and Drawer.

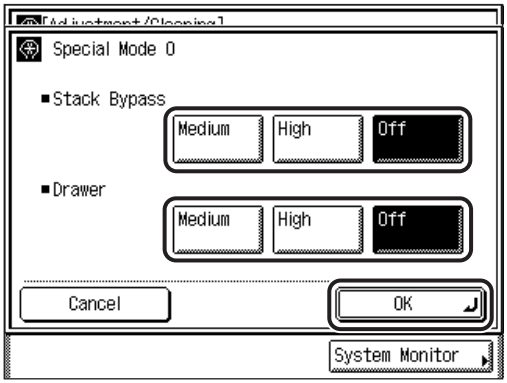
1 Press (Additional Functions) → [Adjustment/Cleaning].

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 4-70.

2 Press [▼] or [▲] until [Special Mode O] appears → press [Special Mode O].



3 Select [Medium], [High], or [Off] for the desired paper source → press [OK].



Details of each item are shown below:

[Medium]: Paper separates easily from the drum, preventing paper jams.

[High]: Prevents paper jams more effectively than when Medium is selected.

[Off]: Disables Special Mode O.

The selected mode is set.

NOTE

When you select [Medium] or [High], the image may become faint.

4 Press [Done] repeatedly until the Basic Features screen appears.

Preventing Paper Curls Due to Paper Type (Special Mode P)

This mode enables you to prevent curling when using paper such as lightweight paper or recycled paper, which curls easily regardless of humidity.

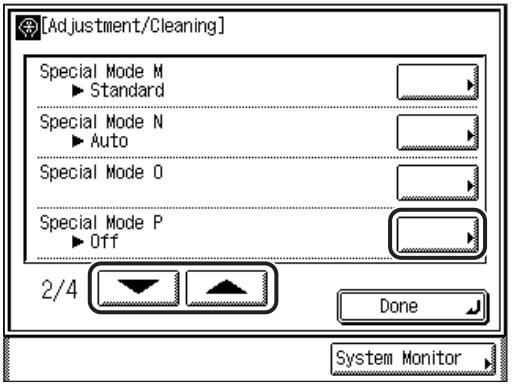
NOTE

The default setting is 'Off'.

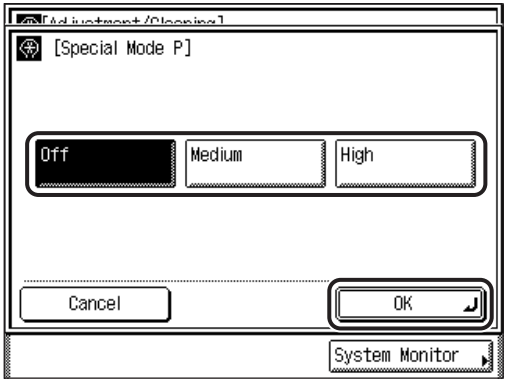
1 Press (Additional Functions) → [Adjustment/Cleaning].

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 4-70.

2 Press [▼] or [▲] until [Special Mode P] appears → press [Special Mode P].



3 Select [Off], [Medium], or [High] → press [OK].



Details of each item are shown below.

[Off]: Disables Special Mode P.

[Medium]: Prevents paper from curling.

[High]: Prevents paper curls more effectively than when Medium is selected.

The selected mode is set.

NOTE

If both of the Special Mode N and Special Mode P settings are enabled, Special Mode N will prevail.

4 Press [Done] repeatedly until the Basic Features screen appears.

Setting the Bond Special Fixing Mode

You can specify to perform special fixing for bond paper.

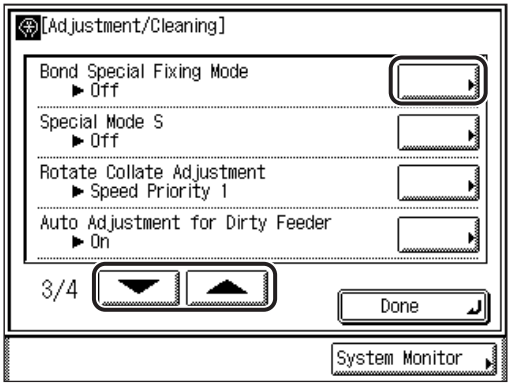
NOTE

The default setting is 'Off'.

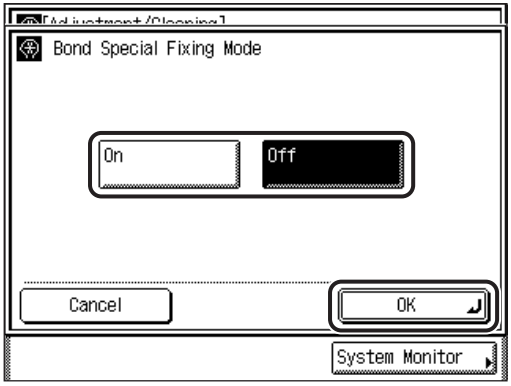
1 Press (Additional Functions) → [Adjustment/Cleaning].

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 4-70.

2 Press [▼] or [▲] until [Bond Special Fixing Mode] appears → press [Bond Special Fixing Mode].



3 Select [On] or [Off] → press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Basic Features screen appears.

Setting the Speed Priority for Printing the Next Job (Special Mode S)

When you specify a job after completing a large job, using a different paper size, the machine may take a long time to resume printing. Use this mode to reduce the waiting time for your next job.

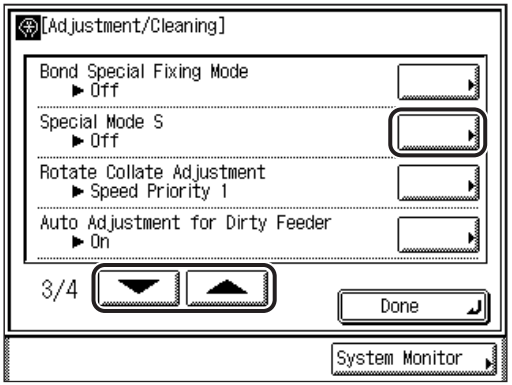
NOTE

- The default setting is 'Off'.
- If you set this mode to 'Speed Priority 1' or 'Speed Priority 2', the previously printed image may reappear faintly on the next output.

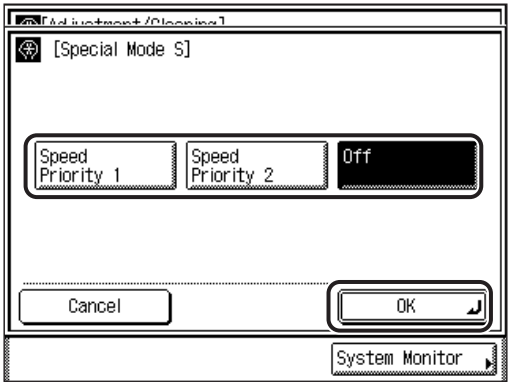
1 Press (Additional Functions) → [Adjustment/Cleaning].

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 4-70.

2 Press [▼] or [▲] until [Special Mode S] appears → press [Special Mode S].



3 Select [Speed Priority 1], [Speed Priority 2], or [Off] → press [OK].



Details of each item are shown below.

[Speed Priority 1]: Printing resumes quickly.

[Speed Priority 2]: Reduces the waiting time to a lesser degree.

[Off]: Does not reduce waiting time.

The selected mode is set.

4 Press [Done] repeatedly until the Basic Features screen appears.

Adjusting Output Speed in the Rotate Collate Mode

Printing with the Rotate Collate mode involves two different paper sources, and a certain wait time is required to switch them. You can make this wait time shorter or longer by selecting whether to give priority to the speed or image quality.

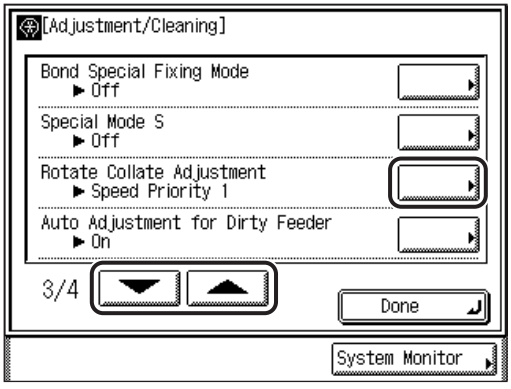
NOTE

The default setting is 'Speed Priority 1'.

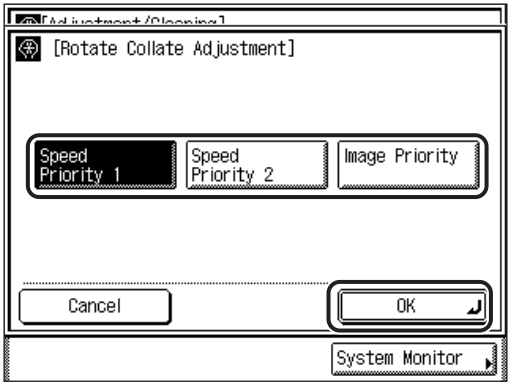
1 Press (Additional Functions) → [Adjustment/Cleaning].

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 4-70.

2 Press [▼] or [▲] until [Rotate Collate Adjustment] appears → press [Rotate Collate Adjustment].



3 Select [Speed Priority 1], [Speed Priority 2], or [Image Priority] → press [OK].



Details of each item are shown below.

[Speed Priority 1]: Shortest wait time.

[Speed Priority 2]: Medium wait time.

[Image Priority]: Longest wait time.

The selected mode is set.

4 Press [Done] repeatedly until the Basic Features screen appears.

Feeder Smudge Adjustment

If the feeder is dirty, dots or lines may appear on copies or prints. The Auto Adjustment for Dirty Feeder mode prevents dirt and grime in the feeder from appearing on your prints and copies.

IMPORTANT

If either [JPEG] or [PDF (Compact)] is selected for [File Format] when the Send function is used, the setting for this mode is not applied.

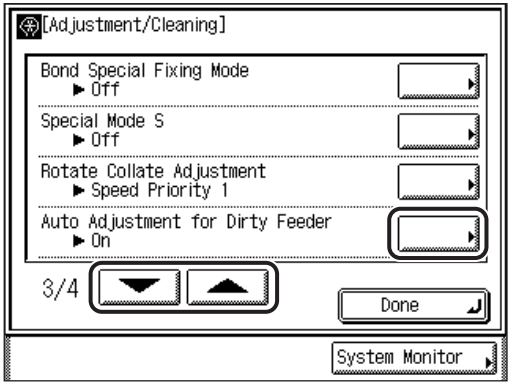
NOTE

- While some dots or lines may continue to be printed even if the Auto Adjustment for Dirty Feeder mode is set to 'On', copies are significantly clearer than when this mode is set to 'Off'.
- The default setting is 'On'.

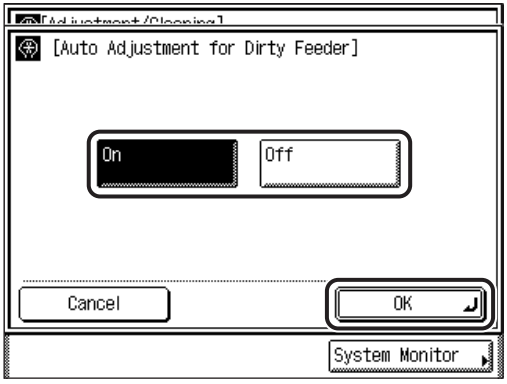
1 Press (Additional Functions) → [Adjustment/Cleaning].

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 4-70.

2 Press [▼] or [▲] until [Auto Adjustment for Dirty Feeder] appears → press [Auto Adjustment for Dirty Feeder].



3 Select [On] or [Off] → press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Basic Features screen appears.

Checking Job and Device Status

5
CHAPTER

This chapter explains how to check the counter, and how to use the System Monitor screen to change or check the status of print and copy jobs.

Checking the Counter 5-2

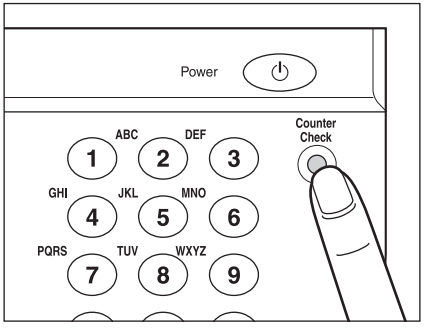
Checking Job Status 5-3

Copy/Print Job Details 5-9

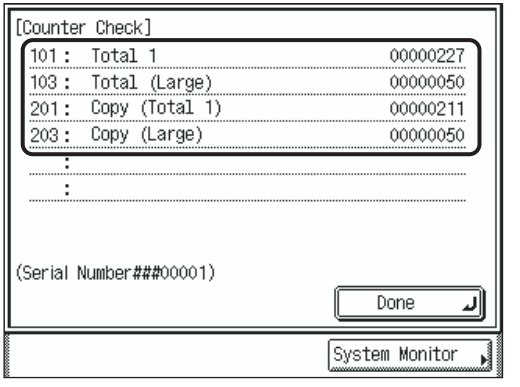
Checking the Counter

You can check the machine's copy and print page counts.

1 Press ⦾ (Counter Check) on the control panel.



The various counts are shown on the touch panel display.



2 Press [Done].

The display returns to the Basic Features screen.

Checking Job Status

If you press [System Monitor], the System Monitor screen appears, enabling you to check the status and log of Copy, Send, Fax, and Print jobs.

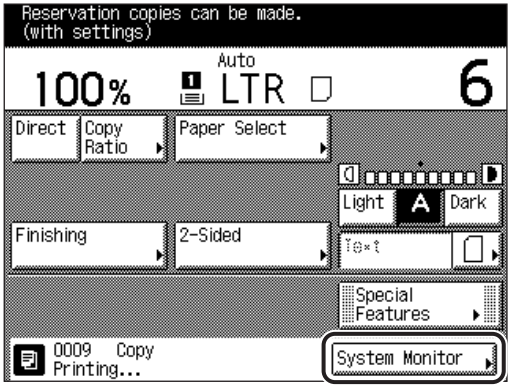
By displaying the status for each job type, it is possible to check the current job or a job waiting to be processed. By displaying the Log, you can view all of the completed jobs or confirm that a job has been processed. It is also possible to print a send/fax transmissions/receptions report from the System Monitor screen.

From the System Monitor screen, it is possible to quickly acquire information about the machine, check whether paper is loaded in all of the standard and optional paper sources, check the available system memory, and the status of consumables. You can also view a list of error messages.

NOTE

- If Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed on the System Monitor screen:
  - Copy Log, TX Job Log, RX Job Report, Fax Log, and Print Log
- Many of the check/change operations can also be performed from the Remote UI. (See Chapter 2, "Checking and Managing Functions," in the *Remote UI Guide*.)
- The Fax function is available only if the optional Super G3 FAX Board is installed.

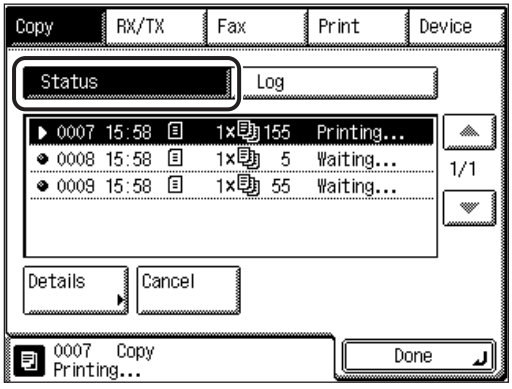
1 Press [System Monitor].



2 From the keys located at the top of the System Monitor screen, select the job type that you want to check or change, or press [Device] to display the current status of the machine.

● **If a job type ([Copy], [RX/TX], [Fax], or [Print]) is selected:**

❑ Press [Status] to check the jobs currently being processed or waiting to be processed.



The example above shows the screen that is displayed when [Print] is selected.

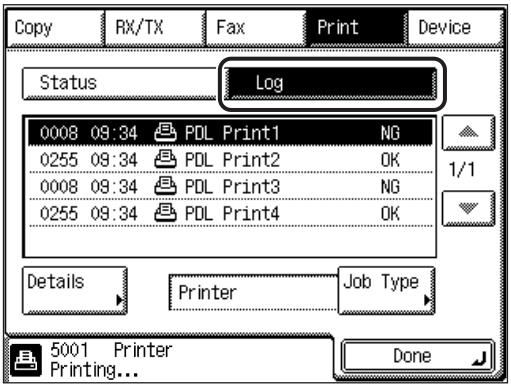
If [RX/TX] is selected, press [TX Job Status].

If [Fax] is selected, press [TX Job Status] or [RX Job Status].

NOTE

For instructions on checking the status of Send, Fax, or RX/TX jobs, see Chapter 7, “Checking/Changing the Send/Receive Status,” in the *Sending and Facsimile Guide*.

❑ Press [Log] to check the jobs that have already been processed.



The log is organized according to the type of job. When [Print] is selected, you can press [Job Type] to select the type of job whose log you want to check.

If there are more jobs than are displayed, press [▼] or [▲] to scroll to the desired jobs.

Press [RX Job Report] → [I-Fax Mem. Lock Doc.] → [Forwarding Er.Status] to display I-Fax Forwarding Error Status.

NOTE

- The status of Receive jobs can only be confirmed by the log.
- The table below describes the icons that are displayed on the status and log screens.

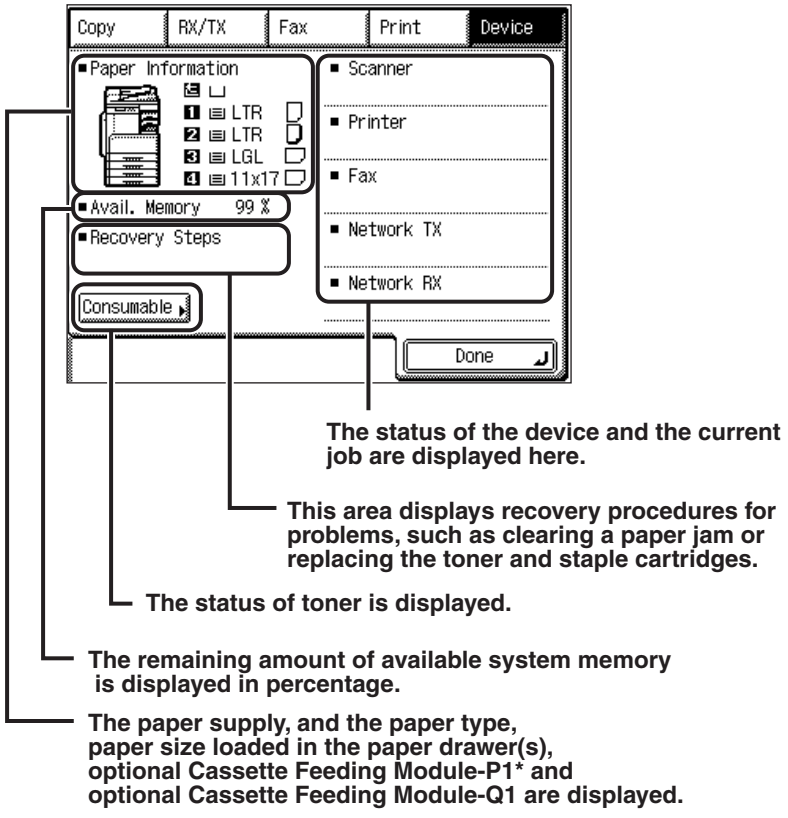
Icon (Job Status)	Description
	Executing
	Waiting
	Canceling

Icon (Job Type)	Description
	Copy Job
	I-Fax Job
	E-mail Job
	File Job
	Fax Job
	Print Job
	Report Print Job

- The most recent 100 copy, fax, or print jobs, and a total of the most recent 100 send and receive jobs are displayed in the log.

● **If [Device] is selected:**

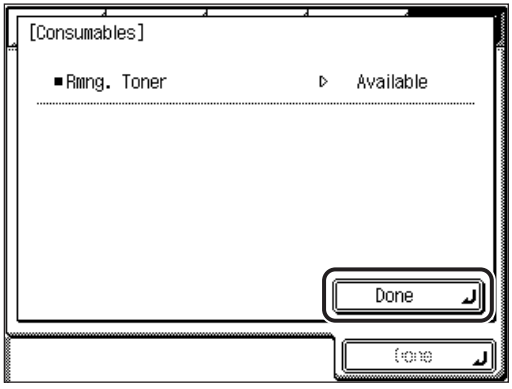
❑ Check the current machine status.


Copy
RX/TX
Fax
Print
Device
Paper Information
1 LTR
2 LTR
3 LGL
4 11x17
Avail. Memory 99 %
Recovery Steps
Consumable
Scanner
Printer
Fax
Network TX
Network RX
Done
The status of the device and the current job are displayed here.
This area displays recovery procedures for problems, such as clearing a paper jam or replacing the toner and staple cartridges.
The status of toner is displayed.
The remaining amount of available system memory is displayed in percentage.
The paper supply, and the paper type, paper size loaded in the paper drawer(s), optional Cassette Feeding Module-P1* and optional Cassette Feeding Module-Q1 are displayed.

* The Cassette Feeding Module-P1 cannot be used with the imageRUNNER 2030i/2025i/2022i.

❑ Press [Consumable] to display the remaining amount of toner.

❑ When you are finished checking the status of toner, press [Done].



3 Press [Done].

The display returns to the Basic Features screen.

Copy/Print Job Details

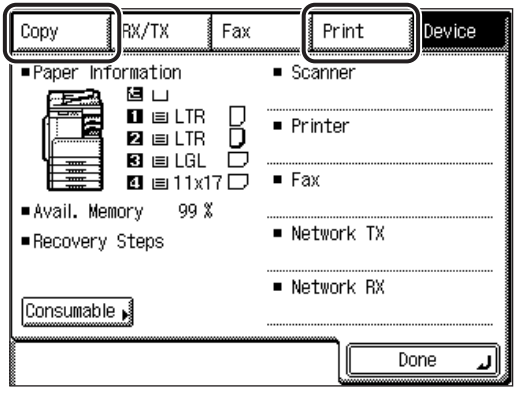
You can check the details of copy and print jobs, such as the date and time the machine received and processed the jobs, and the number of pages.

NOTE

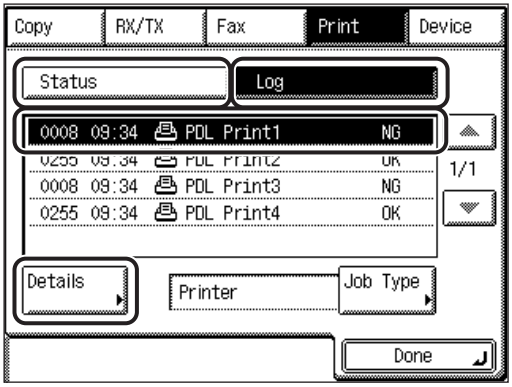
If Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed on the System Monitor screen:

- Copy Log, TX Job Log, RX Job Report, Fax Log, and Print Log

1 Press [System Monitor] → select the job type ([Copy] or [Print]).



2 **Press [Status] or [Log] → select the job whose details you want to check → press [Details].**



3 **Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.**

6 CHAPTER

System Manager Settings

This chapter describes the settings that can be made by the person in charge of the machine's operation, such as the System Manager.

Specifying the System Manager Settings 6-2

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Specifying the System Manager Settings

You can set an ID and a password for the System Manager. Once the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.

The System Manager Settings can be set in the Additional Functions screen. For instructions, see “What Are Additional Functions?,” on p. 4-3.

IMPORTANT

- Attaching the optional Card Reader-E1 erases the System Manager ID and System Password that have been stored.
- If User ID Management is set to ‘On’, Department ID Management is set to ‘Off’ and a System Manager ID and Password is not specified, all of the users may be considered as the Administrator of the machine even without authentication.
- If User ID Management is set to ‘On’, general users cannot change the System Settings, regardless of the System Manager Settings.
- If User ID Management is set to ‘On’, only Administrators can change the System Settings by entering the correct System Manager ID and System Password, or by registering them as part of their user information in advance. For more information, see the *Remote UI Guide*.

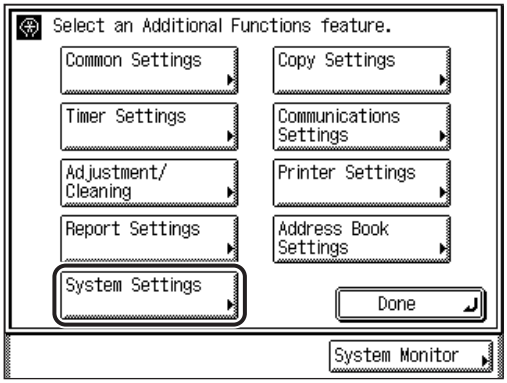
NOTE

- If the optional Card Reader-E1 is attached, the numbers 1 to 1,000 cannot be used for the System Manager ID.
- For instructions on entering characters, see “Entering Characters from the Touch Panel Display,” on p. 2-17.
- You can enter a maximum of 32 characters for the System Manager’s name.
- You cannot store a System Manager ID or password that only consists of zeros, such as <0000000>.

  If you enter fewer than seven digits, the machine stores them with leading zeros.

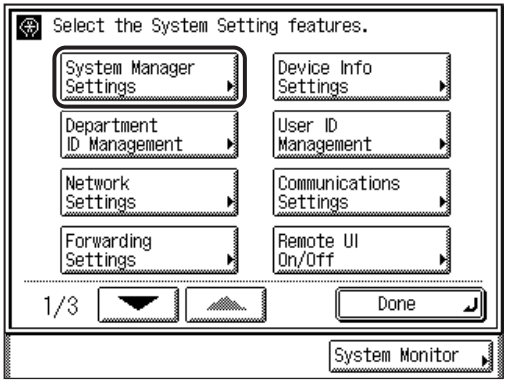
  - Example: If <02> or <002> is entered, <0000002> is stored.

1 Press (Additional Functions) → [System Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⑩ (Log In/Out).

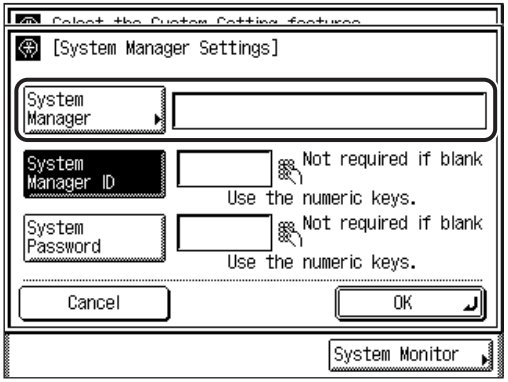
2 Press [System Manager Settings].



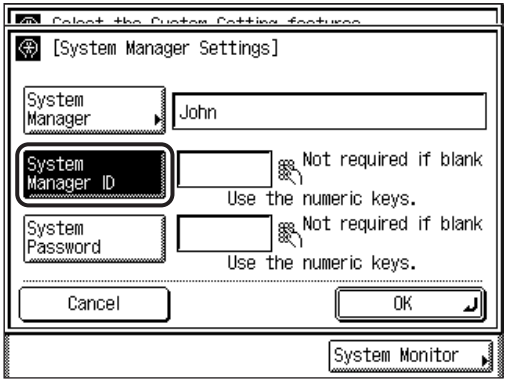
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [System Manager] → enter the System Manager's name → press [OK].



4 Press [System Manager ID] → enter a number (up to seven digits) using ⓪ - ⑨ (numeric keys).



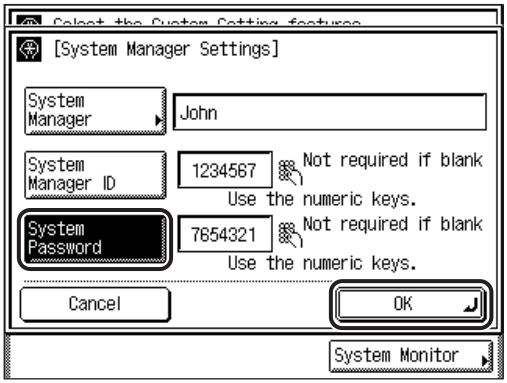
You cannot store a System Manager ID that only consists of zeros, such as <0000000>.
If you enter fewer than seven digits, the machine stores the System Manager ID with leading zeros.

- Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

If you make a mistake when entering a number, press ⓒ (Clear) to clear the entire number → enter the correct number.

5 Press [System Password] → enter a number (up to seven digits) using ⓪ - ⑨ (numeric keys) → press [OK].



You must set both System Manager ID and password to manage the operations of the machine.

You cannot store a password that only consists of zeros, such as <0000000>. If you enter fewer than seven digits, the machine stores the password with leading zeros.

- Example: If <02> or <002> is entered, <0000002> is stored.

To cancel storing the System Manager Settings, press [Cancel].

The display returns to the Basic Features screen.

NOTE

If you make a mistake when entering the password, press ⓒ (Clear) to clear the password → enter the correct password.

Department ID Management

You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Department IDs and passwords for up to 1,000 departments can be registered. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

With Department ID Management, the following settings can be specified:

- Turn Department ID Management 'On' or 'Off'.
- Register the Department ID and password.
- Set page limits for scans, prints, and copies.
- Accept or reject print and scan jobs from computers with unknown IDs.
- The Department ID Management Settings can be set in the Additional Functions screen. For instructions, see "What Are Additional Functions?," on p. 4-3.

IMPORTANT

- If the optional Card Reader-E1 is attached, Department ID Management is automatically activated. (See "Card Reader-E1," on p. 3-14.)
- Do not change the password when using a control card. The control card will become unusable if the password for the Department ID is changed.
- If User ID Management is set to 'On', Department ID Management is only performed on the Department IDs that correspond to registered users.
- If User ID Management is set to 'On', the registered user information and the registered Department ID and password set for Department ID Management must match. For instructions on registering user information, see the *Remote UI Guide*.

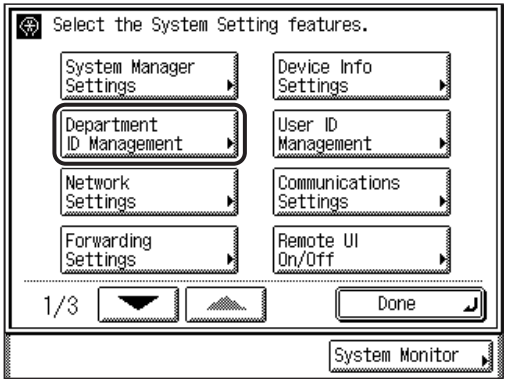
NOTE

- You cannot store a Department ID or password that only consists of zeros, such as <0000000>.

  If you enter fewer than seven digits, the machine stores them with leading zeros.

  - Example: If <02> or <002> is entered, <0000002> is stored.
- You can set the page limit from 0 to 999,999 pages.
- The default setting is 'Off'.

1 Press (Additional Functions) → [System Settings] → [Department ID Management].

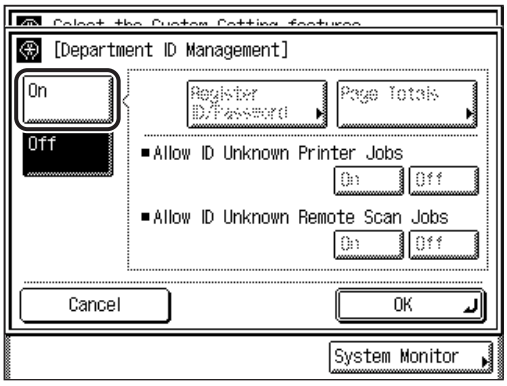


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE

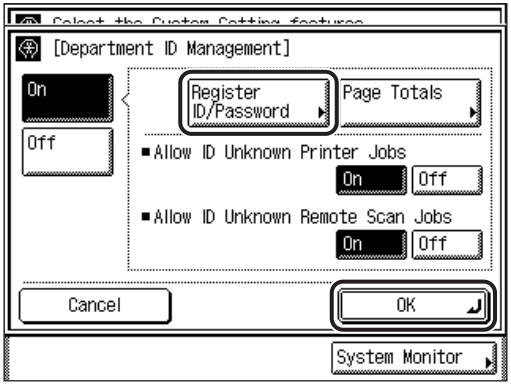
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [On].

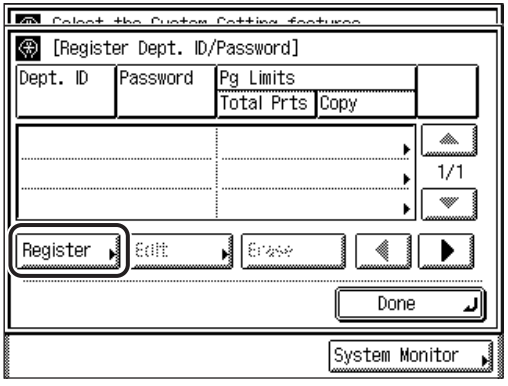


If you do not want to register a Department ID, password, or page limit restriction, press [Off] → proceed to step 11.

3 Press [Register ID/Password].



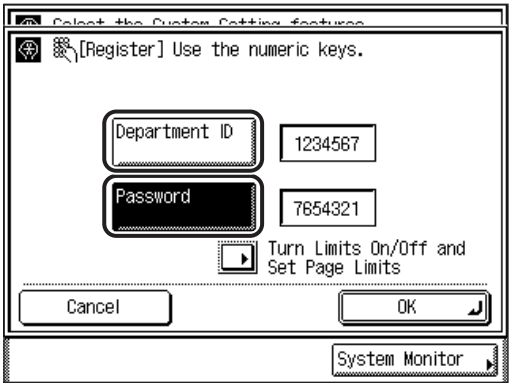
4 Press [Register].



5 Enter the Department ID and password using ⓪ - ⑨ (numeric keys).

❑ Press [Department ID] → enter the Department ID.

❑ Press [Password] → enter the password.



You cannot store a Department ID or password that only consists of zeros, such as <0000000>.

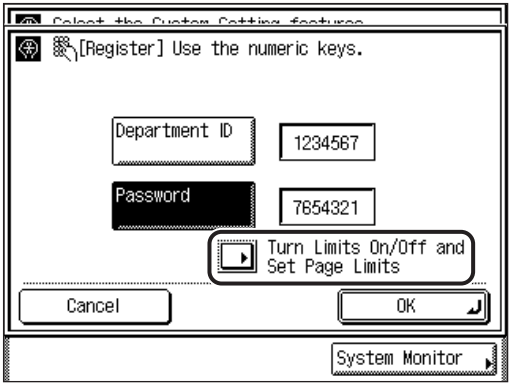
If you enter fewer than seven digits, the machine stores them with leading zeros.

- Example: If <02> or <002> is entered, <0000002> is stored.

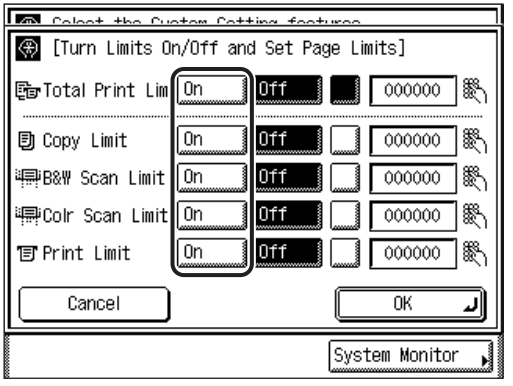
NOTE

- If you make a mistake when entering a number, press ⓒ (Clear) to clear the entire number → enter the correct number.
- If you do not want to set a password, you can use the machine by entering only the Department ID.

6 If you want to set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].



7 Press [On] under the desired function(s).

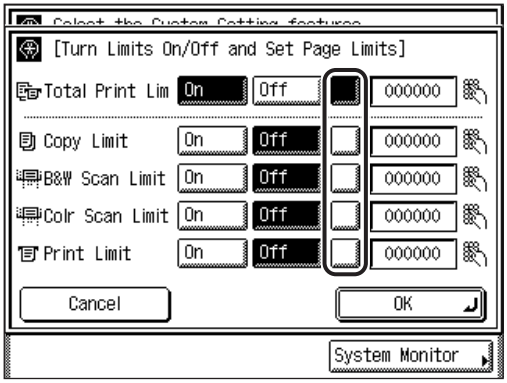


If you do not want to set a page limit restriction for a function, press [Off] next to the desired function's name.

NOTE

<Total Print Limit> is the sum of <Copy Limit> and <Print Limit>.

8 Press [□] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using ⓪ - ⑨ (numeric keys).



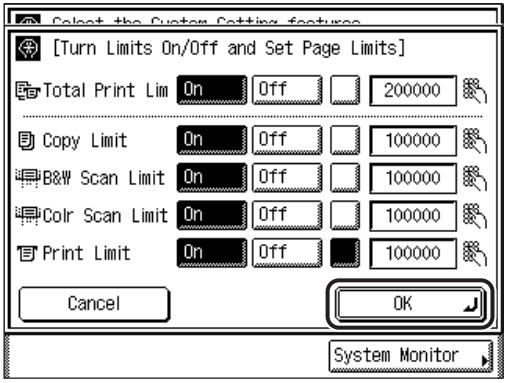
IMPORTANT

- The machine stops scanning if any one of the Scan Limits are reached while the machine is scanning originals that are being fed from the feeder. (Those originals that were scanned before the limit was reached are not added to the scan count.)
- The machine stops sending a fax if the Black-and-White Scan Limit is reached while faxing a document either from memory or directly to the recipient.

NOTE

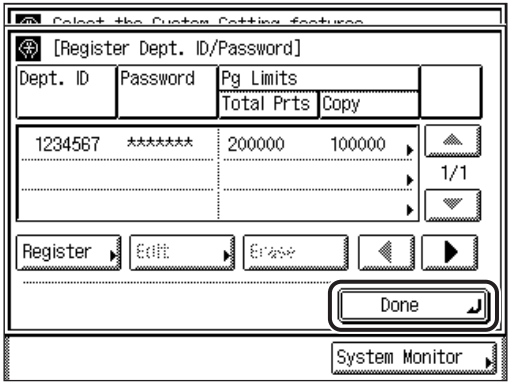
- If you make a mistake when entering a number, press ⓒ (Clear) to clear the number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once the page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

9 Press [OK] → [OK].

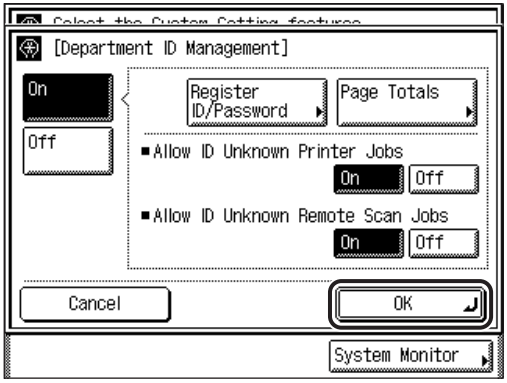


The page limits for the selected functions are set.

10 Press [Done].

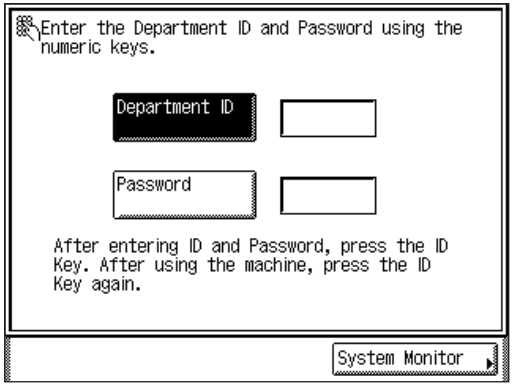


11 Press [OK].



Department ID Management is set.

12 Press [Done] repeatedly until the screen below appears.


Enter the Department ID and Password using the numeric keys.
Department ID
Password
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

NOTE

For instructions on entering the Department ID and password, see “Entering the Department ID and Password,” on p. 2-22.

Changing the Password and Page Limit

You can change the password and page limit settings that you have registered.

1 Press (Additional Functions) → [System Settings] → [Department ID Management].

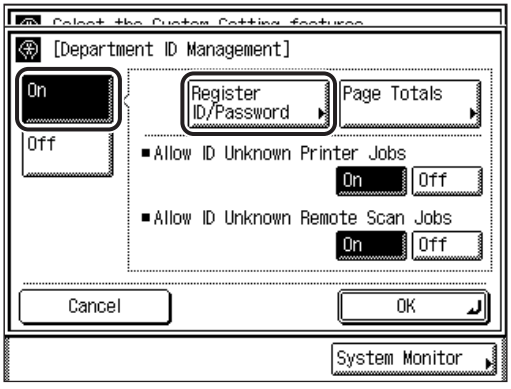
If necessary, see the screen shot in step 1 of "Registering the Department ID, Password, and Page Limit," on p. 6-7.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

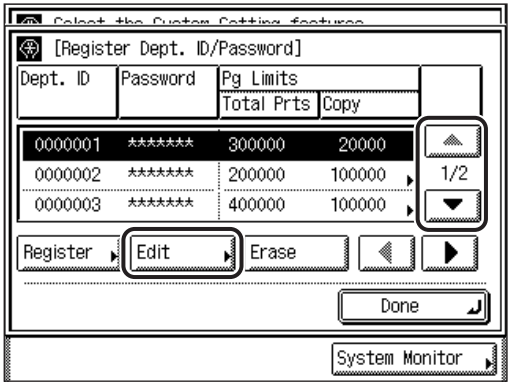
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [On] → [Register ID/Password].



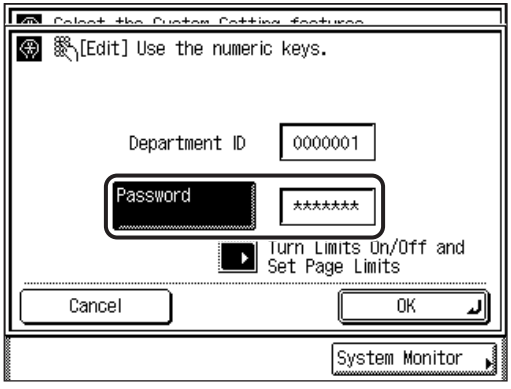
3 Press [▼] or [▲] to display the Department ID whose password you want to change → select the Department ID → press [Edit].



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4 Enter the new password (up to seven digits) using ⓪ - ⑨ (numeric keys).



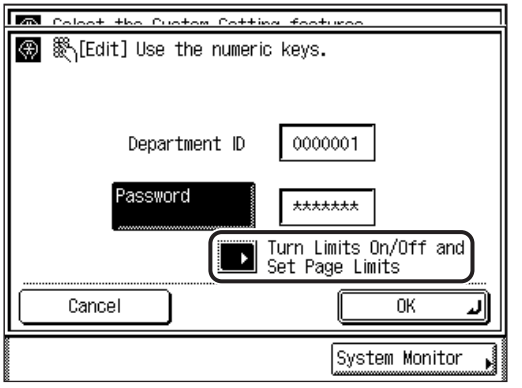
You cannot store a password that only consists of zeros, such as <0000000>. If you enter fewer than seven digits, the machine stores the password with leading zeros.

- Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

- If you make a mistake when entering the password, press ⓒ (Clear) to clear the password → enter the correct password.
- You cannot change the Department ID.

5 If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].

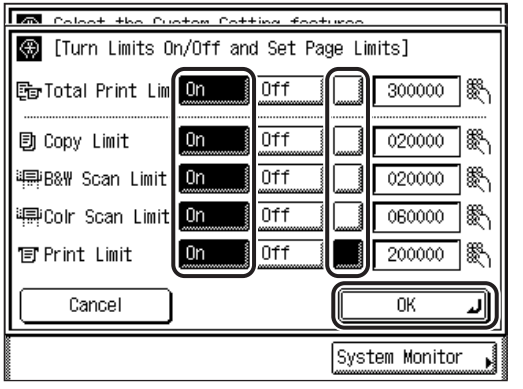


6 Change the page limit restriction, if necessary.

❑ Press [On] under the desired function(s).

❑ Press [☐] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using ⓪ - ⑨ (numeric keys).

❑ Press [OK] → [OK].



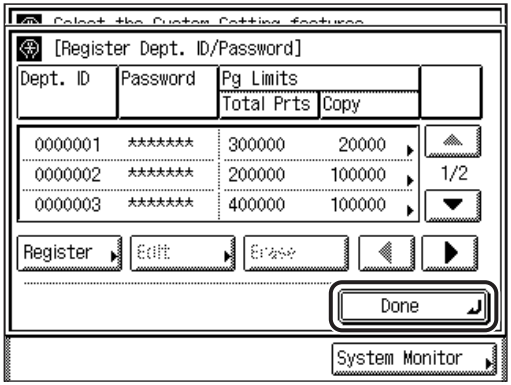
If you do not want to set a page limit restriction for a function, press [Off] next to the desired function's name.

The page limits for the selected functions are set.

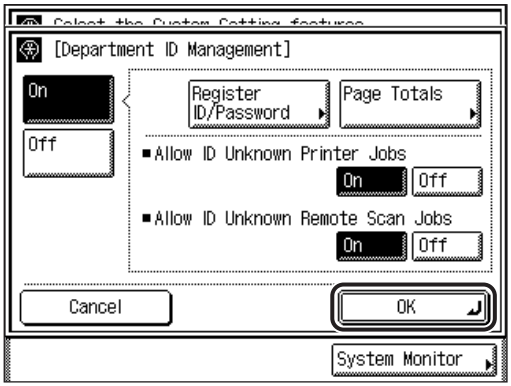
NOTE

- If you make a mistake when entering a number, press ⓒ (Clear) to clear the number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once the page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

7 Press [Done].



8 Press [OK].



NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Erasing the Department ID and Password

You can erase the Department ID and password that you have registered.

NOTE

If Department ID Management is activated through the optional Card Reader-E1, you cannot delete the Department ID.

1 Press (Additional Functions) → [System Settings] → [Department ID Management].

If necessary, see the screen shot in step 1 of "Registering the Department ID, Password, and Page Limit," on p. 6-7.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘⓓ (Log In/Out).

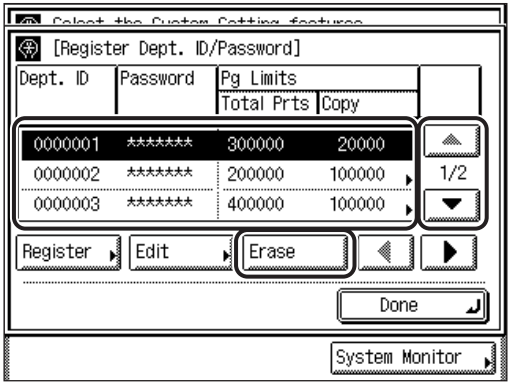
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [On] → [Register ID/Password].

If necessary, see the screen shot in step 2 of "Changing the Password and Page Limit," on p. 6-14.

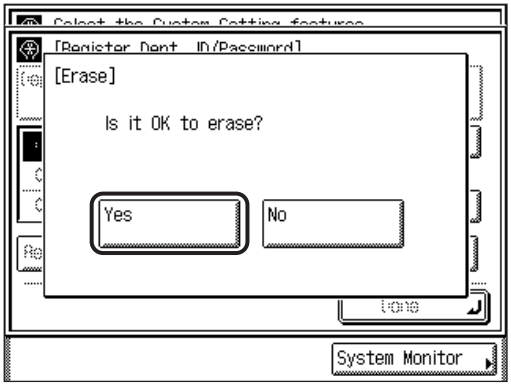
3 Press [▼] or [▲] to display the Department ID that you want to erase → select the Department ID → press [Erase].



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

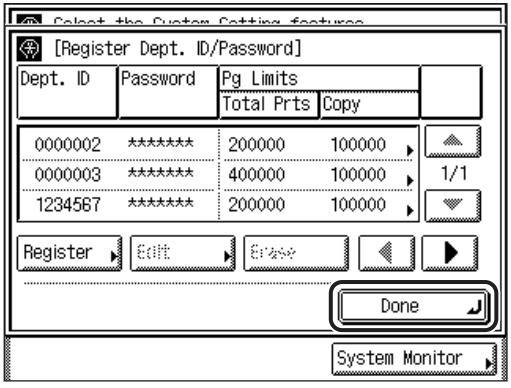
4 Press [Yes].



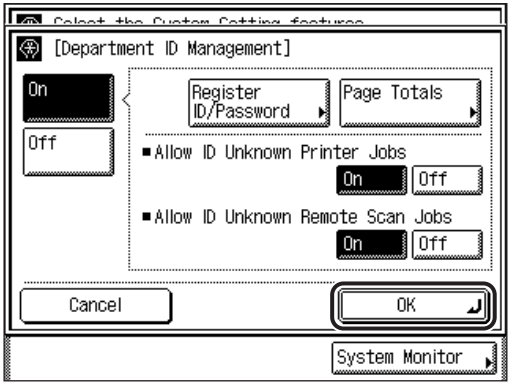
If you do not want to erase the selected Department ID and all of its settings, press [No].

The selected Department ID and all of its settings are erased.

5 Press [Done].



6 Press [OK].



NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Checking and Printing Counter Information

You can display and print a list of how much paper was used by each department.

NOTE

For instructions on registering user information, see the *Remote UI Guide*.

1 Press (Additional Functions) → [System Settings] → [Department ID Management].

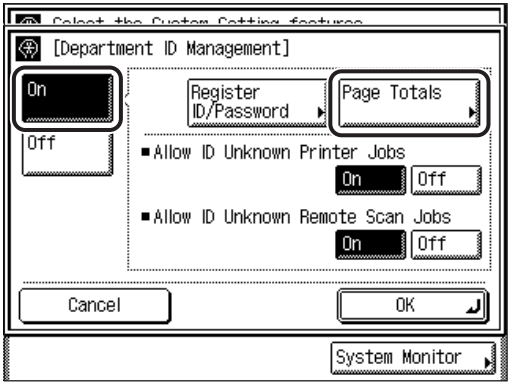
If necessary, see the screen shot in step 1 of "Registering the Department ID, Password, and Page Limit," on p. 6-7.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [On] → [Page Totals].



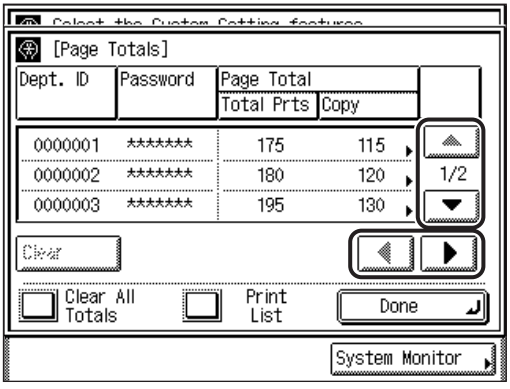
3 Check or print the page total count.

The page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

The scan page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from computers that do not correspond with a registered Department ID. The scanned pages from computers are referred to as network scans with unknown IDs.

● If you only want to check the counter information:

❑ Press [▼] or [▲] to display the desired Department ID → press [◀] or [▶] to display and view the desired page totals.

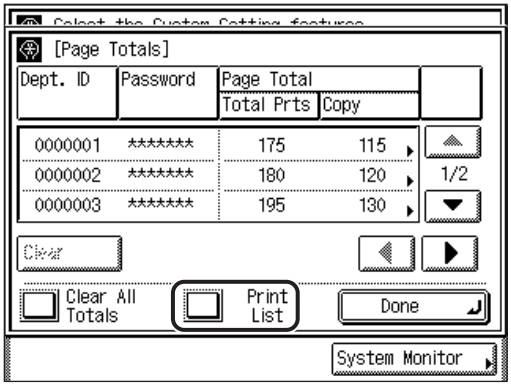


NOTE

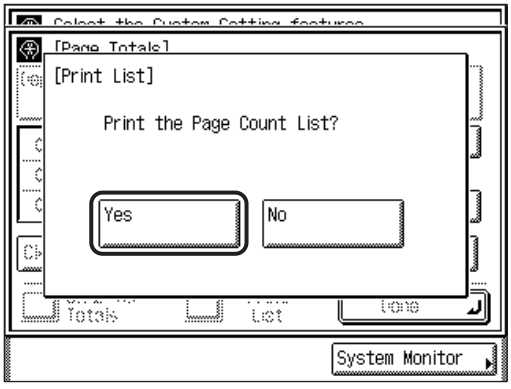
Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to print the displayed list:**

❑ Press [Print List].



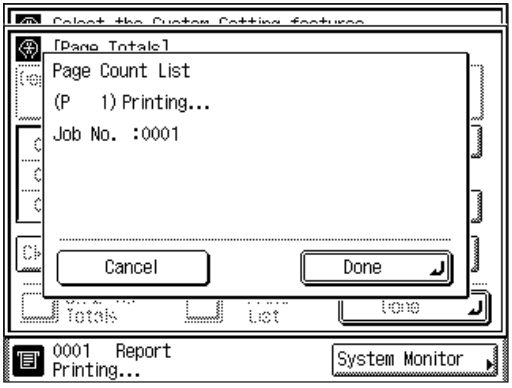
❑ Press [Yes].



If you do not want to print the displayed list, press [No].

Printing starts.

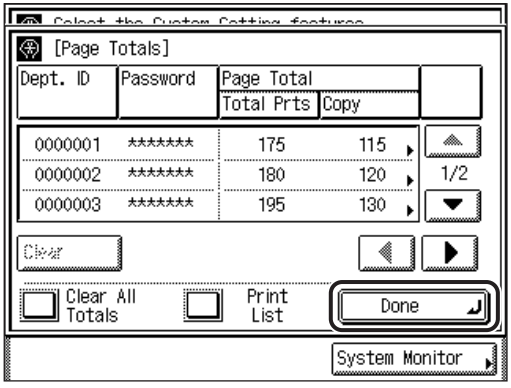
The screen below is displayed while the machine is printing the counter information.



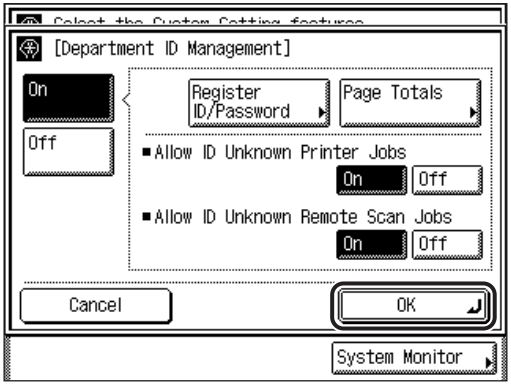
NOTE

- To cancel printing, press [Cancel].
- To close the screen that is displayed while the machine is printing the Page Count List, press [Done].
- The counter information can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-30.)

4 Press [Done].



5 Press [OK].



NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Clearing Page Totals

You can clear the page totals made for all departments or for specific departments.

1 Press (Additional Functions) → [System Settings] → [Department ID Management].

If necessary, see the screen shot in step 1 of "Registering the Department ID, Password, and Page Limit," on p. 6-7.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘⓓ (Log In/Out).

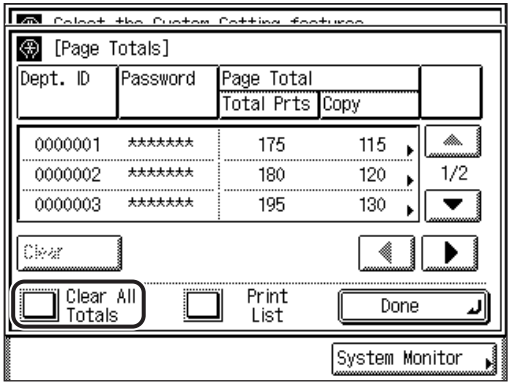
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [On] → [Page Totals].

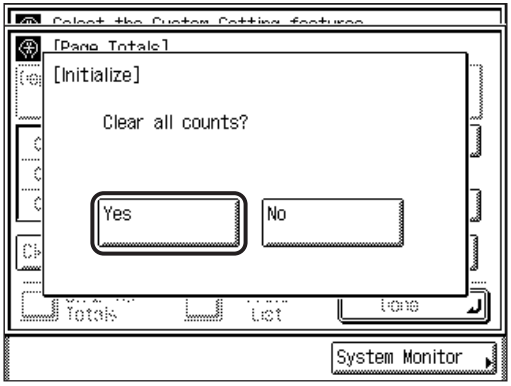
If necessary, see the screen shot in step 2 of "Checking and Printing Counter Information," on p. 6-20.

3 Press [Clear All Totals].



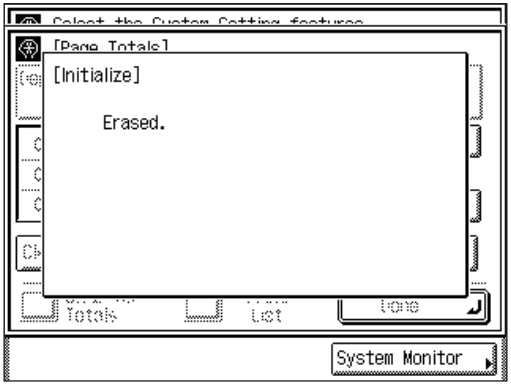
To clear one page total at a time by Department ID, press [▼] or [▲] to display the desired Department ID → select the Department ID → press [Clear].

4 Press [Yes].



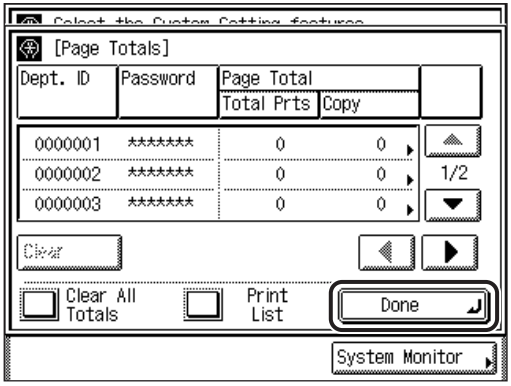
If you do not want to clear the page totals, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

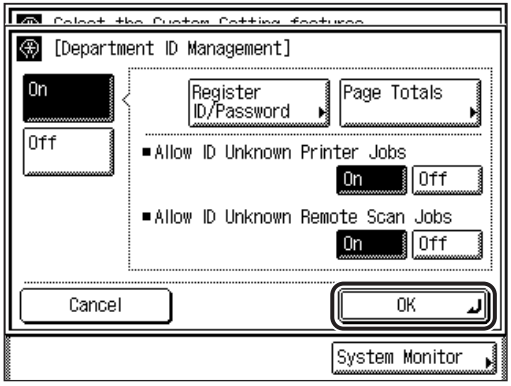


The page totals are cleared.

5 Press [Done].



6 Press [OK].



NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Accepting Print and Scan Jobs with Unknown IDs

You can specify whether to accept or reject print and network scan jobs from computers that do not correspond to any registered Department ID.

NOTE

The default setting is 'On' for both <Allow ID Unknown Printer Jobs> and <Allow ID Unknown Remote Scan Jobs>.

1 Press (Additional Functions) → [System Settings] → [Department ID Management].

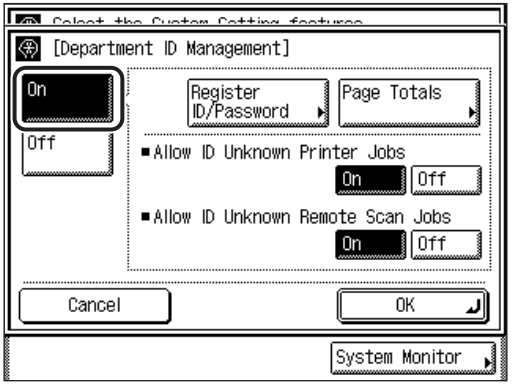
If necessary, see the screen shot in step 1 of "Registering the Department ID, Password, and Page Limit," on p. 6-7.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

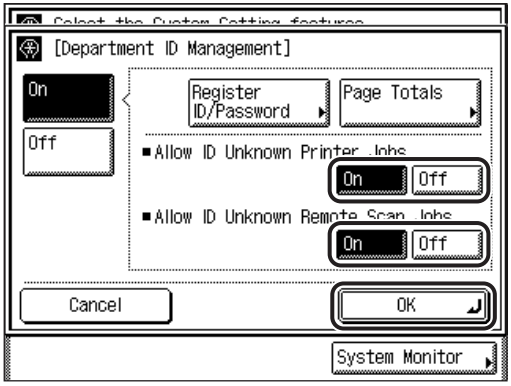
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [On].



3 Select [On] or [Off] → press [OK].



Details of each item are shown below.

Allow ID Unknown Printer Jobs:

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID, and you must enter a Department ID and password to operate the machine.

Allow ID Unknown Remote Scan Jobs:

[On]: The machine accepts remote scan jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept remote scan jobs from computers that do not correspond with a registered Department ID.

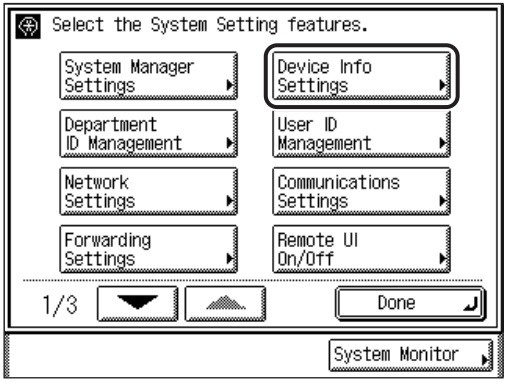
NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Device Information Settings

Device Information Settings enables you to set a name for the machine, and enter information regarding its location.

1 Press (Additional Functions) → [System Settings] → [Device Info Settings].



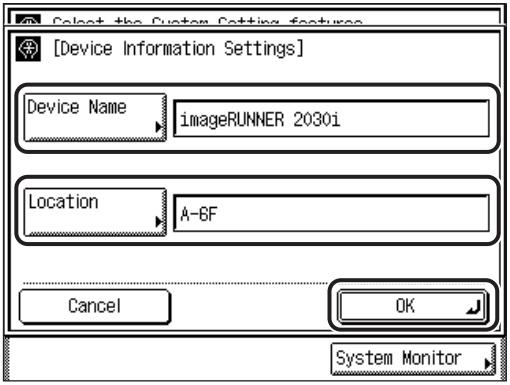
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Enter the name and location of the machine.

- ❑ Press [Device Name] → enter the name of the machine → press [OK].
- ❑ Press [Location] → enter the place where the machine is located → press [OK].
- ❑ Press [OK].



The maximum number of characters that can be entered is 32.

If you do not want to store the name and location of the machine, press [Cancel].

The device name and location of the machine are set.

NOTE

For instructions on entering characters, see “Entering Characters from the Touch Panel Display,” on p. 2-17.

3 Press [Done] repeatedly until the Basic Features screen appears.

User ID Management

You can set whether to use User ID Management.

User ID Management enables you to manage up to 1,000 User IDs. If User ID Management is set to 'On', and User IDs and passwords are registered in the machine, you must enter a User ID and password before using this machine.

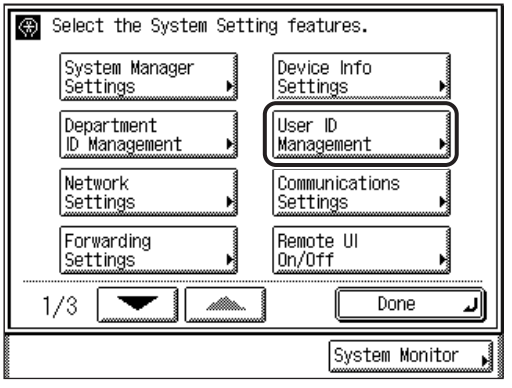
IMPORTANT

- User IDs and passwords must be registered in the machine from the Remote UI beforehand.
- If User ID Management is set to 'On', the registered user information and a registered Department ID and password set for Department ID Management must match.

NOTE

For instructions on registering a User ID and password, see the *Remote UI Guide*.

1 Press (Additional Functions) → [System Settings] → [User ID Management].

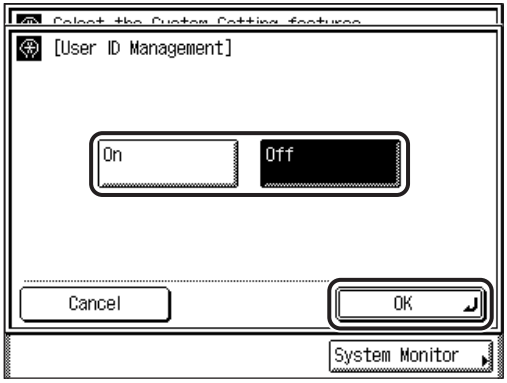


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ID (Log In/Out).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select [On] or [Off] → press [OK].



If you do not want to set User ID Management, select [Off].

The selected mode is set.

3 Press [Done] repeatedly until the Basic Features screen appears.

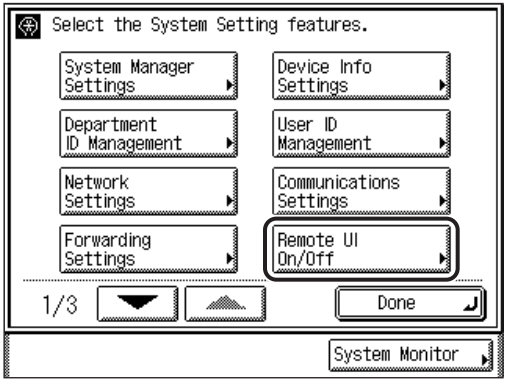
Remote UI

You can set whether to enable the Remote UI to operate the machine and change settings.

NOTE

- The Remote UI function can be used without adding any optional equipment.
- For more information on the Remote UI, see the *Remote UI Guide*.
- For instructions on configuring the Ethernet port, see the *Network Guide*.
- The default setting is 'On'.

1 Press (Additional Functions) → [System Settings] → [Remote UI On/Off].

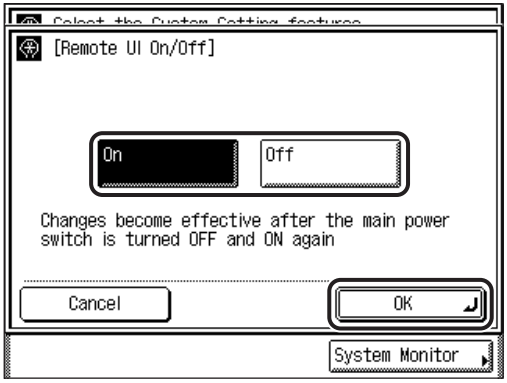


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select [On] or [Off] → press [OK].



Details of each item are shown below.

[On]: Settings can be specified, and the machine can be operated through the Remote UI.

[Off]: Settings cannot be specified, and the machine cannot be operated through the Remote UI.

The selected mode is set.

NOTE

The Remote UI is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON).

3 Press [Done] repeatedly until the Basic Features screen appears.

Restricting the Send Function

This section explains how to set a password for the Address Book, restrict the use of new addresses, set permissions for sending faxes from the fax driver, restrict recalling and broadcasting, and confirm entered fax numbers.

Setting a Password for the Address Book

If you set a password, the screen for entering the password appears when you attempt to edit the Address Book.

NOTE

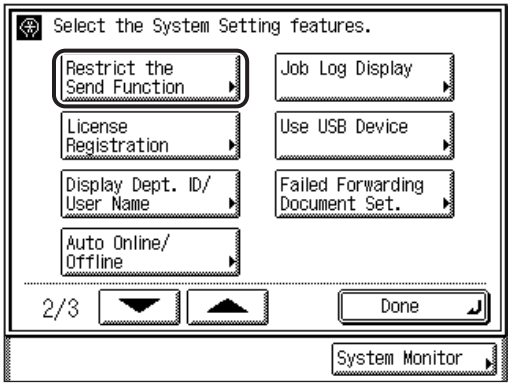
No password is set by default.

1 Press (Additional Functions) → [System Settings].

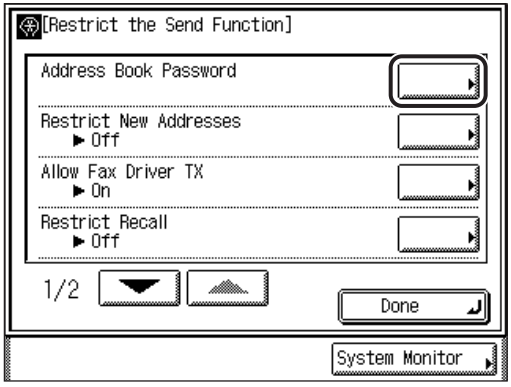
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

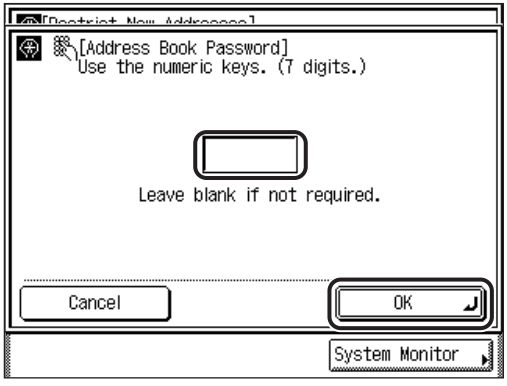
2 Press [▼] or [▲] until [Restrict the Send Function] appears → press [Restrict the Send Function].



3 Press [Address Book Password].



4 Enter a password using ⓪ - ⑨ (numeric keys).



You cannot store a password that only consists of zeros, such as <0000000>. If you enter fewer than seven digits, the machine stores the password with leading zeros.

- Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

Press ⓒ (Clear) to delete the entire entry.

5 Press [OK].

6 Press [Done] repeatedly until the Basic Features screen appears.

NOTE

If you want to cancel password protection, go back to the [Address Book Password] screen and press ⓒ (Clear) to clear the stored password.

Restricting the New Addresses

This mode enables you to restrict the entering of new destinations. When you set Restrict New Addresses to 'On', the following are restricted:

- Specifying a destination using ⓪ - ⑨ (numeric keys).
- Registering new destinations with New Address on the Send Basic Features screen.

NOTE

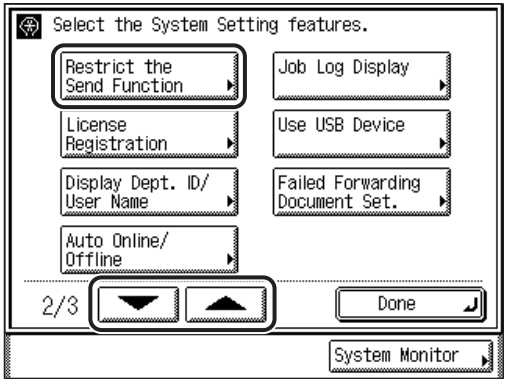
The default setting is 'Off'.

1 Press ⓐ (Additional Functions) → [System Settings].

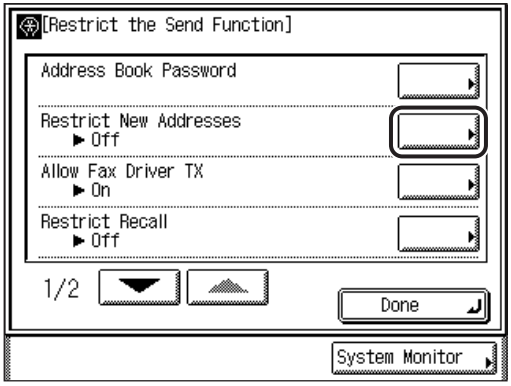
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘⓓ (Log In/Out).

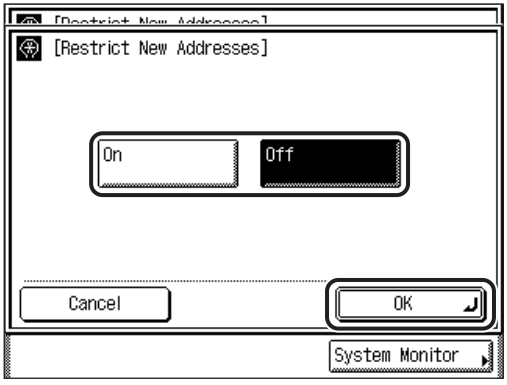
2 Press [▼] or [▲] until [Restrict the Send Function] appears → press [Restrict the Send Function].



3 Select [Restrict New Addresses]



4 Select [On] or [Off] → press [OK].



Details of each item are shown below.

[On]: Specifying a destination using ⓪ - ⑨ (numeric keys) or the new address tab is restricted.

[Off]: Specifying a destination using ⓪ - ⑨ (numeric keys) or the new address tab is enabled.

The selected mode is set.

5 Press [Done] repeatedly until the Basic Features screen appears.

Restricting PC Faxing

When Allow Fax Driver TX is set to 'On', you can send faxes from computers using the fax driver.

NOTE

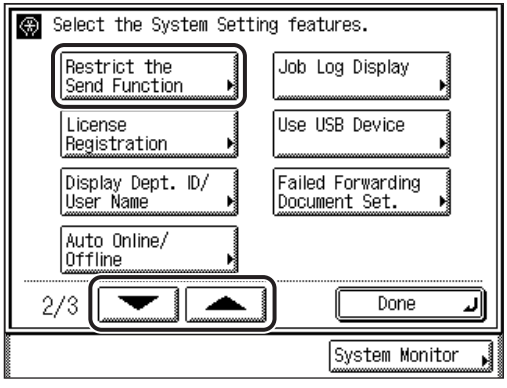
- This mode is available only if the optional Super G3 FAX Board is installed.
- The default setting is 'On'.

1 Press (Additional Functions) → [System Settings].

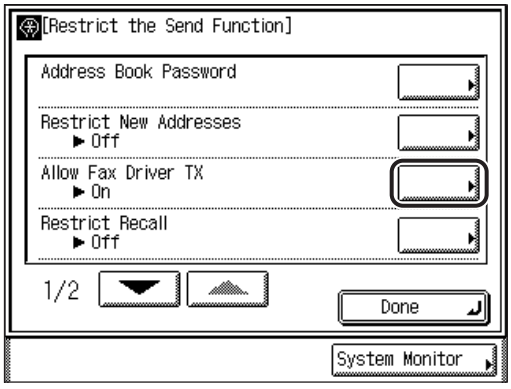
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘⓓ (Log In/Out).

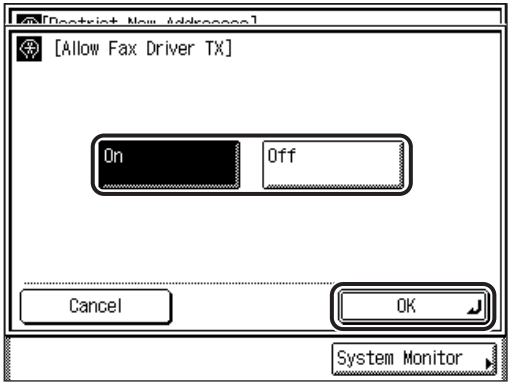
2 Press [▼] or [▲] until [Restrict the Send Function] appears → press [Restrict the Send Function].



3 Select [Allow Fax Driver TX].



4 Select [On] or [Off] → press [OK].



Details of each item are shown below.

[On]: Sending fax from the computers using the fax driver is enabled.

[Off]: Sending fax from the computers using the fax driver is restricted.

The selected mode is set.

5 Press [Done] repeatedly until the Basic Features screen appears.

Restricting Recall

This mode enables you to restrict the use of Recall function.

NOTE

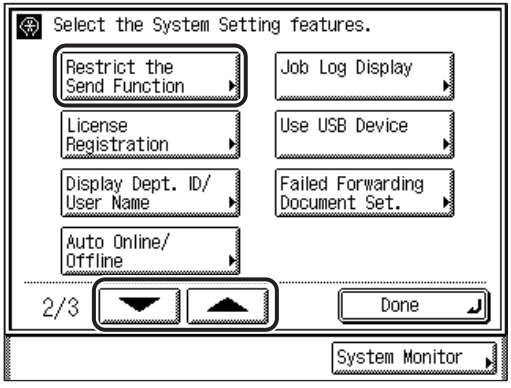
The default setting is 'Off'.

1 Press (Additional Functions) → [System Settings].

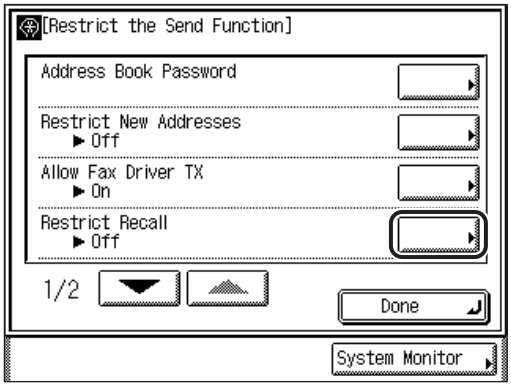
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘⓓ (Log In/Out).

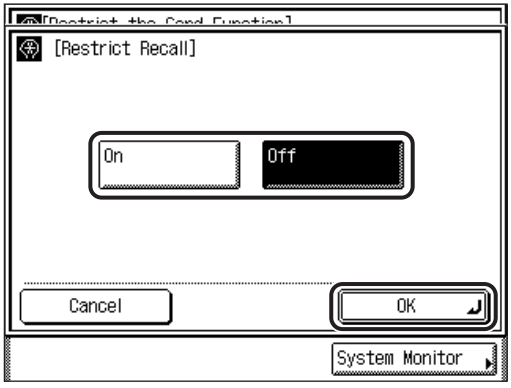
2 Press [▼] or [▲] until [Restrict the Send Function] appears → press [Restrict the Send Function].



3 Select [Restrict Recall]



4 Select [On] or [Off] → press [OK].



The selected mode is set.

5 Press [Done] repeatedly until the Basic Features screen appears.

Confirming Entered Fax Numbers

You can specify whether or not to confirm the entered fax numbers each time you send a fax.

NOTE

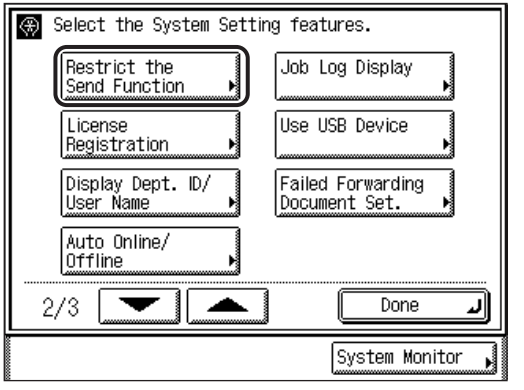
- This mode is available only if the optional Super G3 FAX Board is installed.
- The default setting is 'Off'.

1 Press (Additional Functions) → [System Settings].

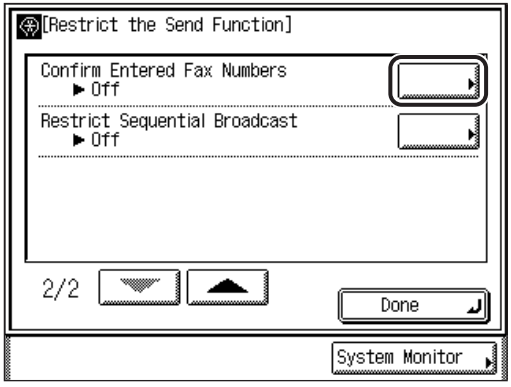
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘⓓ (Log In/Out).

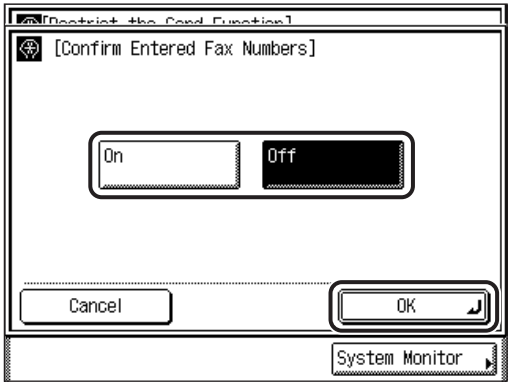
2 Press [▼] or [▲] until [Restrict the Send Function] appears → press [Restrict the Send Function].



3 **Press [▼] or [▲] until [Confirm Entered Fax Numbers] appears → press [Confirm Entered Fax Numbers].**



4 **Select [On] or [Off] → press [OK].**



Details of each item are shown below.

[On]: When you enter a new fax number using ⓪ - ⑨ (numeric keys), the confirmation screen appears.

[Off]: Skips the confirmation screen.

5 **Press [Done] repeatedly until the Basic Features screen appears.**

Restricting Broadcasting

This mode enables you to restrict sending to multiple destinations (except for those registered in a group address).

NOTE

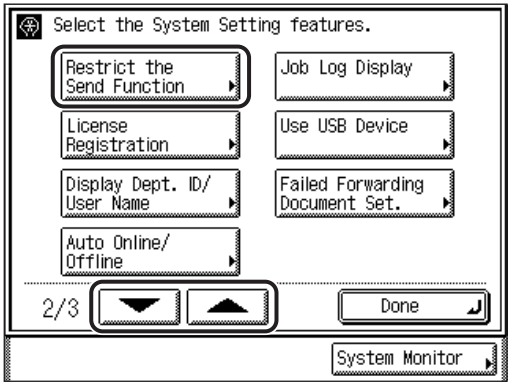
- This mode is available only if the optional Super G3 FAX Board is installed.
- The default setting is 'Off'.

1 Press (Additional Functions) → [System Settings].

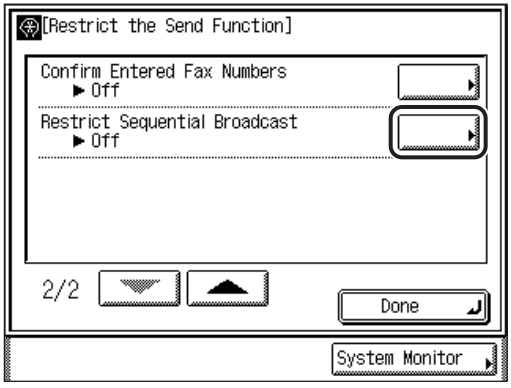
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘⓓ (Log In/Out).

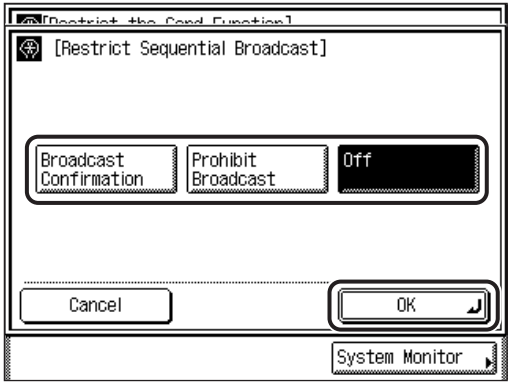
2 Press [▼] or [▲] until [Restrict the Send Function] appears → press [Restrict the Send Function].



3 Press [▼] or [▲] until [Restrict Sequential Broadcast] appears → press [Restrict Sequential Broadcast].



4 Select [Broadcast Confirmation], [Prohibit Broadcast], or [Off] → press [OK].



Details of each item are shown below.

[Broadcast Confirmation]:	A confirmation message appears if you try to send documents with sequential broadcasting.
[Prohibit Broadcast]:	You cannot send documents with sequential broadcasting.
[Off]:	Sending documents with sequential broadcasting is not restricted.

The selected mode is set.

5 **Press [Done] repeatedly until the Basic Features screen appears.**

Checking the Job Log

You can specify whether the job log appears on the System Monitor screen. When Job Log Display is set to 'Off', the job log will not appear on the System Monitor screen and the Activity Report for Send and Receive jobs will not print automatically.

NOTE

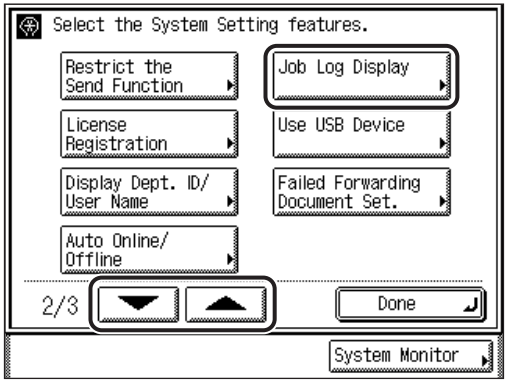
- For more information on checking job status, see "Checking Job Status," on p. 5-3.
- The default setting is 'On'.

1 Press (Additional Functions) → [System Settings].

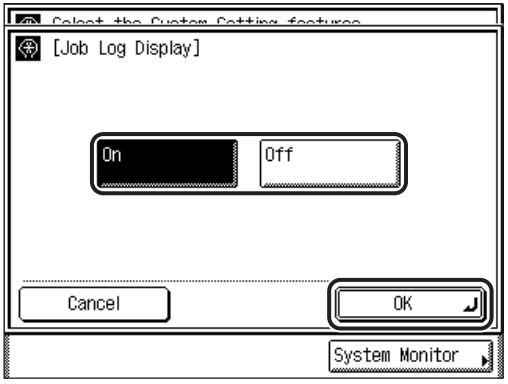
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

2 Press [▼] or [▲] until [Job Log Display] appears → press [Job Log Display].



3 Select [On] or [Off] → press [OK]



Details of each item are shown below.

[On]: The job log will be displayed on the System Monitor screen.

[Off]: The job log will not be displayed on the System Monitor screen.

The selected mode is set.

4 Press [Done] repeatedly until the Basic Feature screen appears.

Restricting the USB Interface Port

Follow the procedure below to restrict jobs through the USB interface.

NOTE

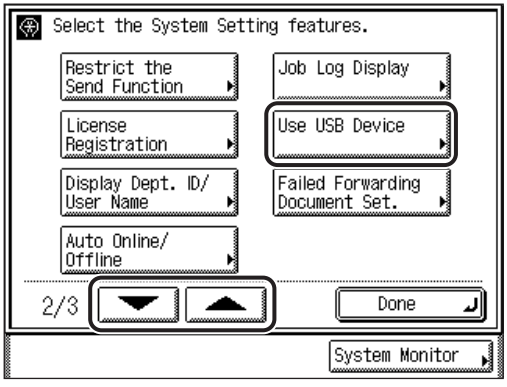
The default setting is 'On'.

1 Press (Additional Functions) → [System Settings].

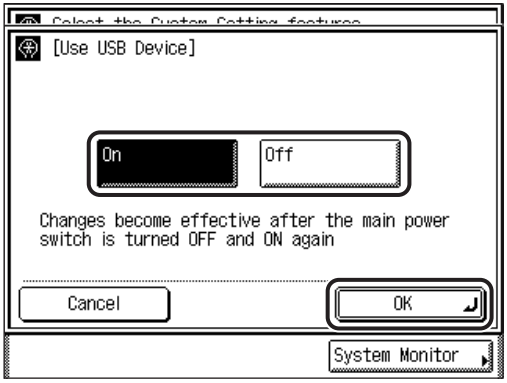
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

2 Press [▼] or [▲] until [Use USB Device] appears → press [Use USB Device].



3 Select [On] or [Off] → press [OK]



Details of each item are shown below.

[On]: The machine accepts jobs through the USB interface.

[Off]: The machine does not accept jobs through the USB interface.

The selected mode is set.

IMPORTANT

The Use USB Device mode is only activated after you restart the machine (the main power switch is turned OFF, and then back ON).

4 Press [Done] repeatedly until the Basic Feature screen appears.

Displaying the Current Department ID/User Name

If you are using User ID Management, or if Department ID Management has been enabled, you can display the Department ID or User ID, which is currently being used to log on to the machine in the Job/Print Status Display Area.

NOTE

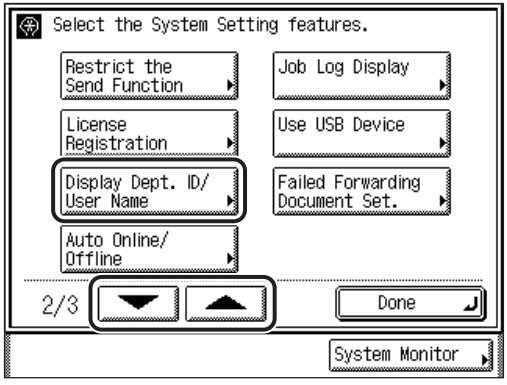
The default setting is 'On'.

1 Press (Additional Functions) → [System Settings].

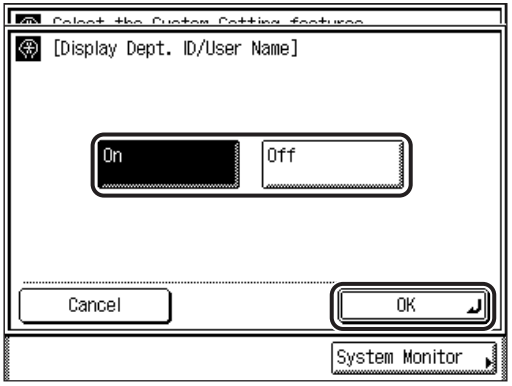
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

2 Press [▼] or [▲] until [Display Dept. ID/User Name] appears → press [Display Dept. ID/User Name].



3 Select [On] or [Off] → press [OK]



The selected mode is set.

IMPORTANT

If you set Display Dept. ID/User Name to 'On', and Department ID Management or User ID Management has not been enabled, the Department ID/User ID is not displayed.

4 Press [Done] repeatedly until the Basic Features screen appears.

Printing/Storing Received Documents When Document Forwarding Fails

You can set the machine to print and/or store received documents when document forwarding fails.

NOTE

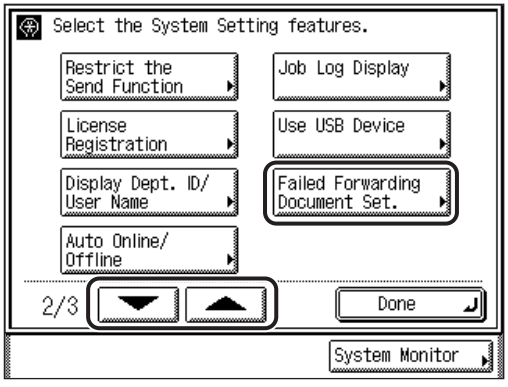
The default setting is 'On' for <Print Image>, and 'Off' for <Store Image to Memory>.

1 Press (Additional Functions) → [System Settings].

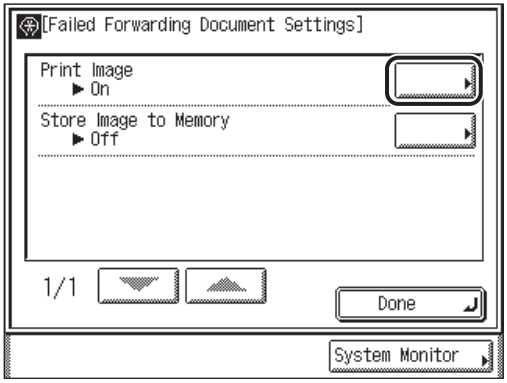
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

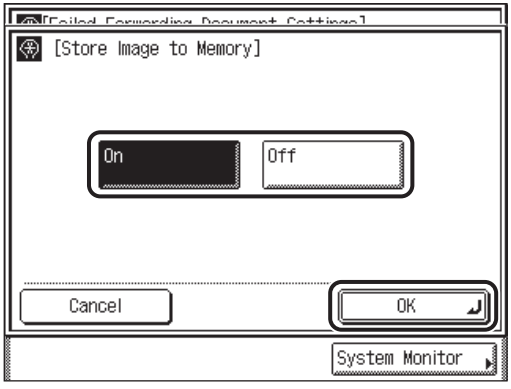
2 Press [▼] or [▲] until [Failed Forwarding Document Set.] appears → press [Failed Forwarding Document Set.].



3 Press [Print Image].



4 Select [On] or [Off] → press [OK].



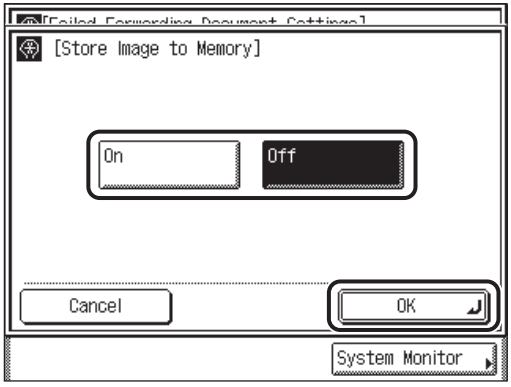
Details of each item are shown below.

[On]: Prints out the image if forwarding fails when [Memory Lock] is set to 'Off'.

[Off]: Does not print the image.

5 Press [Store Image to Memory].

6 Select [On] or [Off] → press [OK].



Details of each item are shown below.

[On]: Stores the image in memory if forwarding fails.

[Off]: Does not store the image.

The selected mode is set.

7 Press [Done] repeatedly until the Basic Feature screen appears.

Auto Online/Offline

To use the Network Scan function, the machine must be connected to a network, and must be separately switched online to the network. This section explains how to switch the machine online and offline to use the Network Scan function.

NOTE

For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.

Auto Online

If Auto Online is set to 'On', the machine automatically goes online when you press SCAN (Scan) on the Basic Features screen.

NOTE

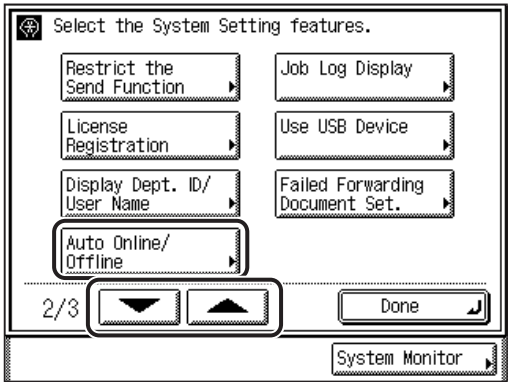
The default setting is 'Off'.

1 Press (Additional Functions) → [System Settings].

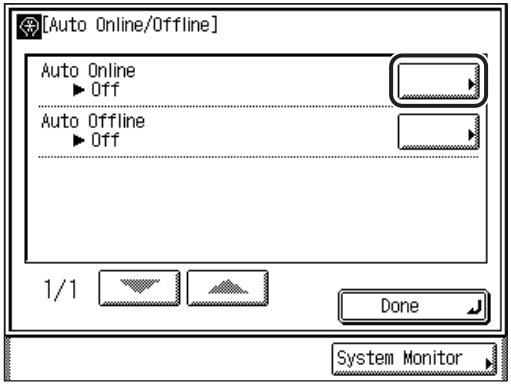
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

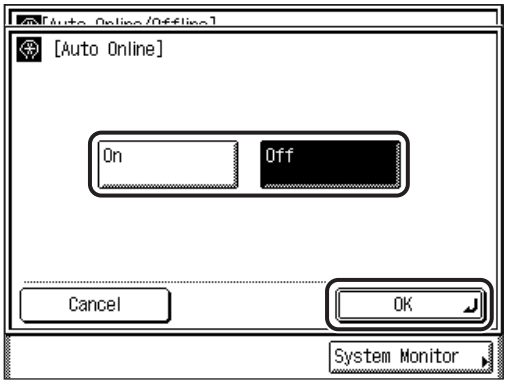
2 Press [▼] or [▲] until [Auto Online/Offline] appears → press [Auto Online/Offline].



3 Press [Auto Online].



4 **Select [On] or [Off] → press [OK].**



The selected mode is set.

5 **Press [Done] repeatedly until the Basic Features screen appears.**

Auto Offline

If the machine is connected to a network that is online, scanning is not possible with the Copy function. By setting Auto Offline to 'On', the machine automatically goes offline when the Auto Clear mode initiates.

NOTE

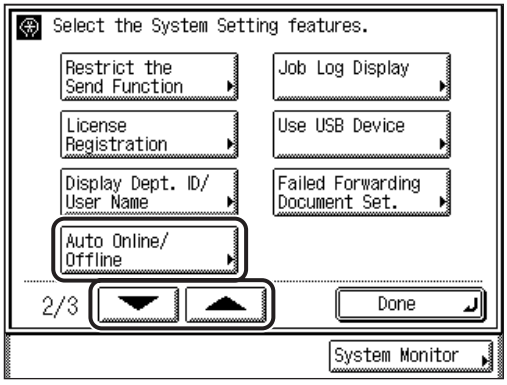
The default setting is 'Off'.

1 **Press (Additional Functions) → [System Settings].**

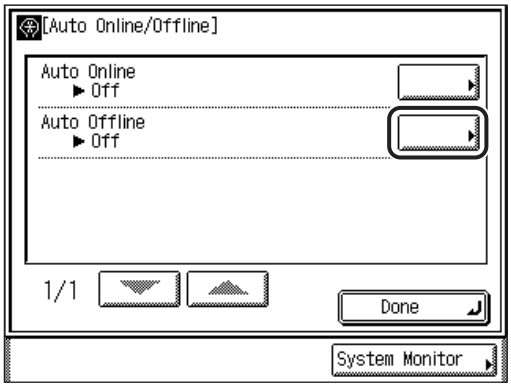
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘⓓ (Log In/Out).

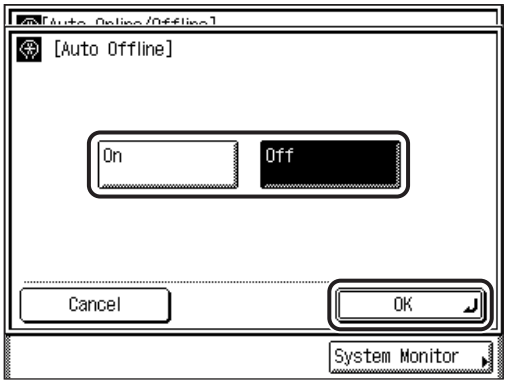
2 Press [▼] or [▲] until [Auto Online/Offline] appears → press [Auto Online/Offline].



3 Press [Auto Offline].



4 Select [On] or [Off] → press [OK].



The selected mode is set.

5 Press [Done] repeatedly until the Basic Features screen appears.

NOTE

If Auto Offline is set to 'On', the machine automatically goes offline once the Auto Clear mode initiates. If the Auto Clear mode is not set (the Auto Clear Time is set to '0'), the machine automatically goes offline after approximately two minutes. (See "Auto Clear Time" on p. 4-68.)

Detecting and Installing Drivers that Support Functions Specified on the Machine into Your Computer

From the machine, you can specify functions suitable for the fax board or printer kit installed in the machine. From your computer, you can detect and install drivers that are compatible with the specified functions.

NOTE

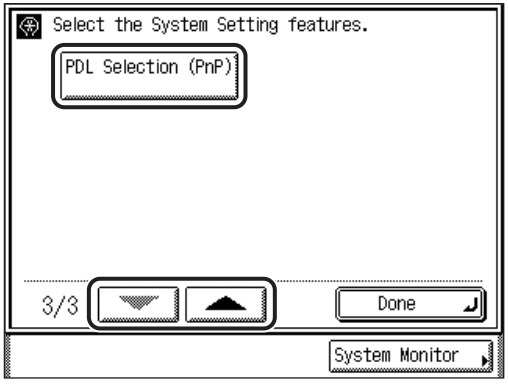
If the desired driver is not in your computer, detection and installation cannot be performed.

1 Press (Additional Functions) → [System Settings].

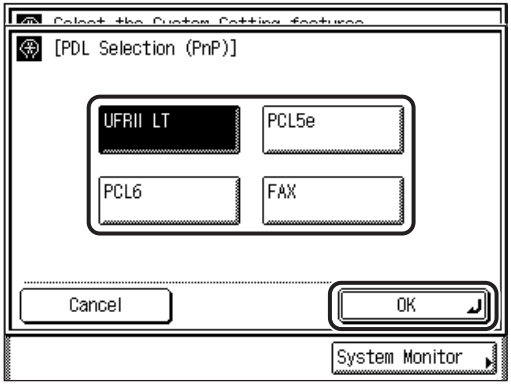
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

2 Press [▼] or [▲] until [PDL Selection (PnP)] appears → press [PDL Selection (PnP)].



3 Select the button for the function that is applicable to Plug and Play settings → press [OK].



The displayed function buttons may differ, depending on the optional equipment that is attached.

4 Press [Done] repeatedly until the Basic Feature screen appears.

Routine Maintenance

7
CHAPTER

This chapter describes how to load paper, perform routine cleaning operations, and replace consumables, such as toner and staple cartridges.

Paper Drawers 7-2
- Loading Paper 7-2
- Adjusting a Paper Drawer to Hold a Different Paper Size 7-8

Feeder 7-13
- Replacing the Stamp Cartridge 7-13

Replacing the Staple Cartridge. 7-15

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- Manual Feeder Cleaning 7-27
- Offset Roller Cleaning 7-32
- Transfer Roller Cleaning 7-33
- Drum Cleaning 7-35
- Fixing Unit Cleaning 7-37
- Automatic Feeder Cleaning 7-43

Consumables 7-45

Paper Drawers

This section describes how to load paper into the paper drawers.

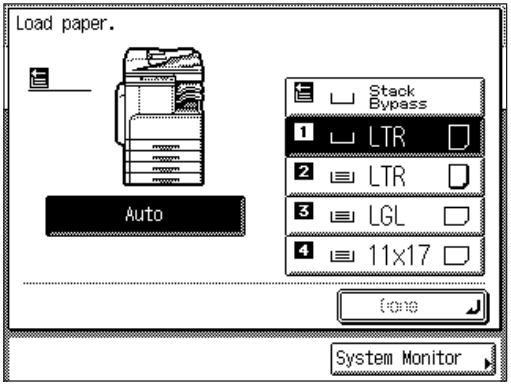
NOTE

- The following paper sizes can be loaded into Paper Drawers 1, 2, 3, and 4:
  - LGL, LTR, LTRR, 11" x 17", and STMT
- Paper Drawer 2 is standard on the imageRUNNER 2030i/2025i/2022i, and can be added to imageRUNNER 2018i by attaching the optional Cassette Feeding Module-P1.
- Paper Drawers 3 and 4 can only be used if the optional Cassette Feeding Module-Q1 is attached to either machine.
- For more information on available paper stock that can be loaded into the paper drawers, see “Available Paper Stock,” on p. 2-44.

Loading Paper

If the selected paper runs out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display.

Follow the procedure below to load paper into the paper drawers.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

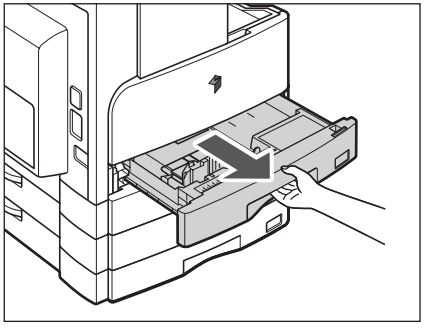
IMPORTANT

- A screen prompting you to load paper also appears if the selected paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly in place.
- Do not load nonstandard paper sizes into the paper drawers.
- Do not load the following types of paper into the paper drawers. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Thin straw paper: less than 17 lb bond (64 g/m^2) (approximately)
  - Transparencies
  - Envelopes
  - Labels
  - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.

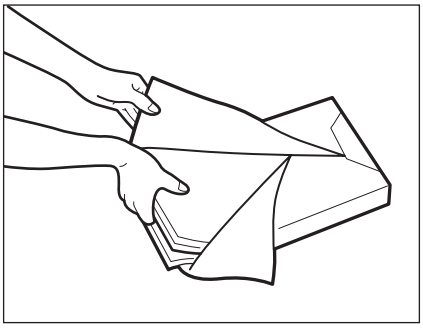
NOTE

- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper.
- To cancel printing, press [Cancel].

1 Grip the handle of the paper drawer, and pull out the paper drawer until it stops.



2 Open a package of paper, and remove the paper stack.



CAUTION

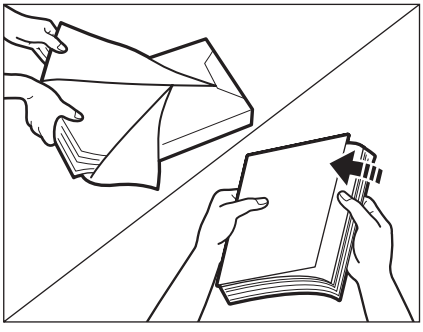
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

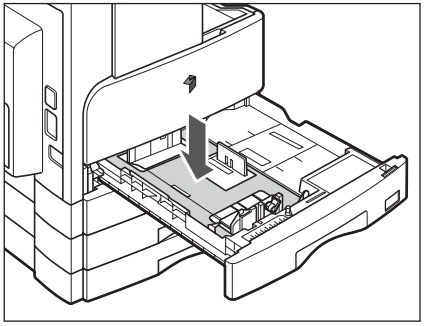
Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.



3 Push down the metal plate to lock it into place.

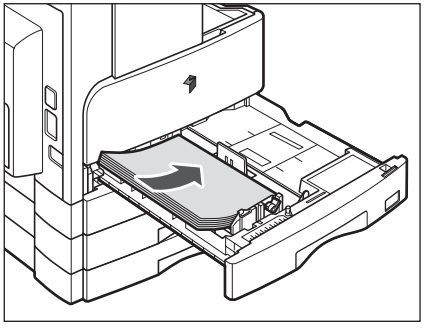


4 Load the paper stack into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

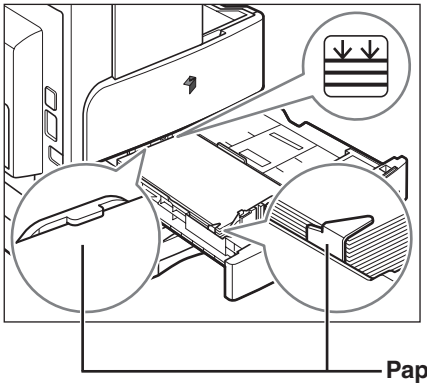
When loading paper into the paper drawer for the first time, set the size plate and the paper size lever for the paper being loaded. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 7-8.)

When loading paper into the paper drawer, make sure that the paper size setting is the same size as the paper being loaded. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 7-8.)



IMPORTANT

- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark ( ) at the back of the paper drawer, and that the paper is tucked below the paper size guide clips.



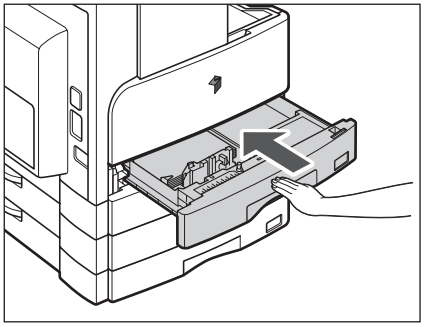
Paper Size Guide Clips

- Be sure to set the paper size lever correctly. If the lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 7-8.)

NOTE

- Each paper drawer holds approximately 250 sheets of paper (22 lb bond (80 g/m^2)).
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper drawer, the side facing up is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see “Relationship between Original Orientation and Preprinted Paper Output Chart,” on p. 9-11.

5 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place, and that the paper does not exceed the loading limit.

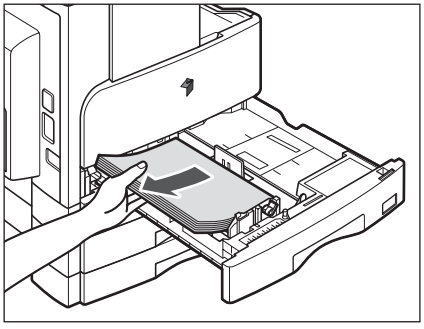
NOTE

If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.

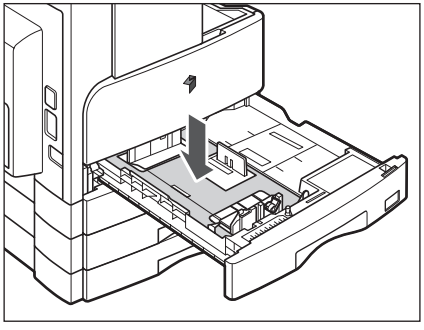
Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to change the size of the paper loaded in a paper drawer, follow the procedure below to adjust the paper drawer guides.

1 Pull out the paper drawer, and remove all of the loaded paper.

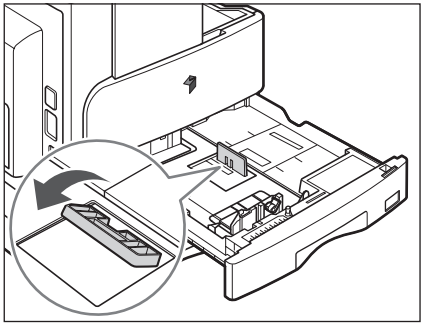


2 Push down the metal plate to lock it into place.

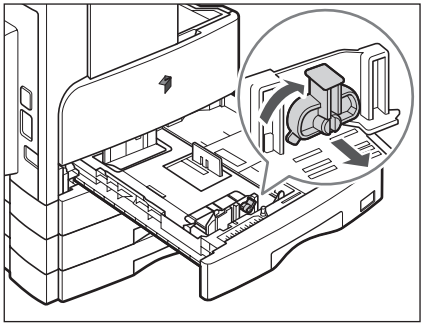


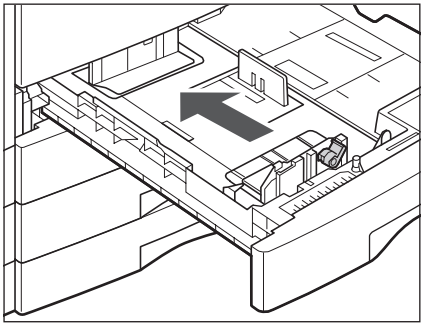
3 Remove the end guide, as shown below, and replace the end guide, aligning it with the marks for the desired paper size.

Remove the end guide by pressing it down and forward. Align the end guide with the marks indicating the desired paper size. Then, replace the end guide by tilting it forward and inserting the tabs at both ends of the end guide into the slots. The end guide should then be returned to its vertical, upright position.

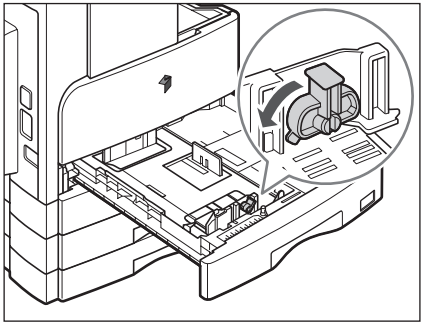


4 Lift up the lock lever on the front slide guide, and slide it to the groove marked for the desired paper size.





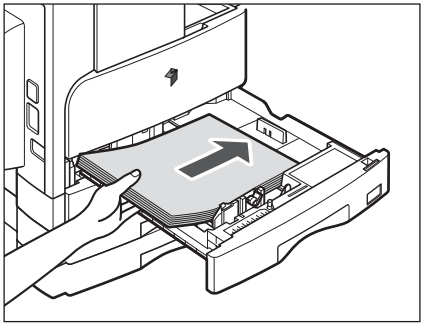
5 Lower the lock lever to lock the front slide guide into place.



IMPORTANT

Adjust the side and front guides correctly to avoid causing a paper jam, dirty prints, or make the inside of the machine dirty.

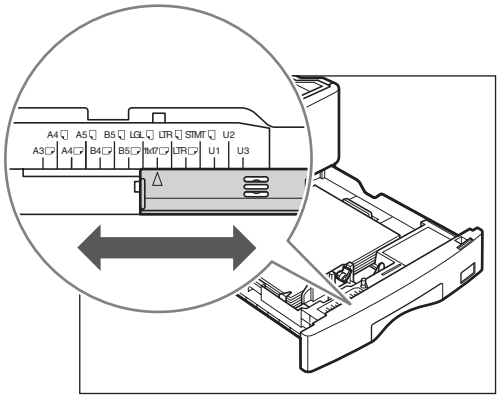
6 Load the appropriate paper size into the paper drawer.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

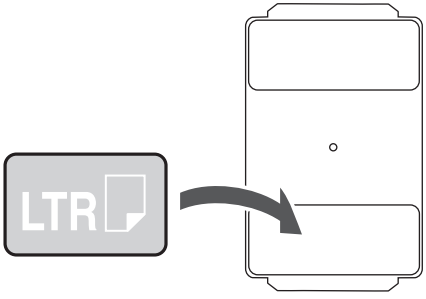
7 Move the paper size lever on the left side of the paper drawer, so that the arrow points to the paper size that is being loaded.



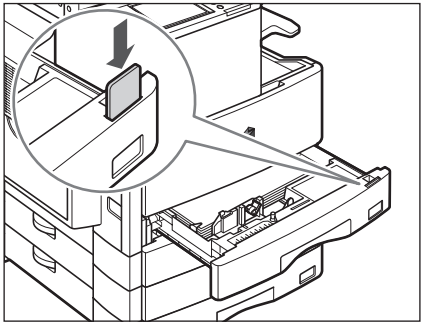
IMPORTANT

If the paper size lever is not positioned correctly to the paper size loaded in the paper drawer, the wrong paper size will be shown on the touch panel display. This may also cause paper jams, dirty prints, or make the inside of the machine dirty.

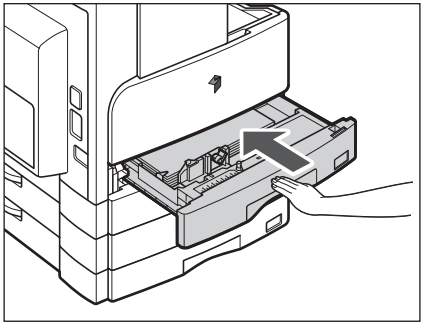
8 Stick the appropriate paper size label on the paper size plate.



9 **Change the paper size plate to match the new paper size.**



10 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

Feeder

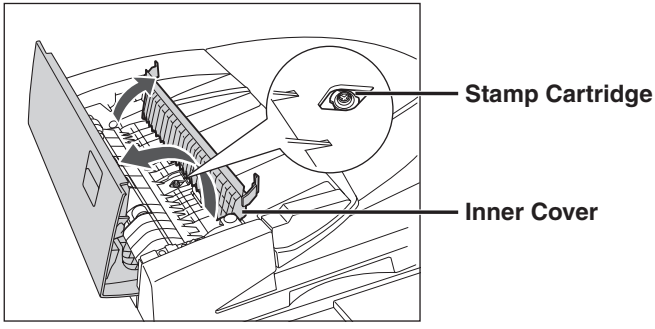
Originals sent by the Send function or fax via the feeder, can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or no longer visible.

NOTE

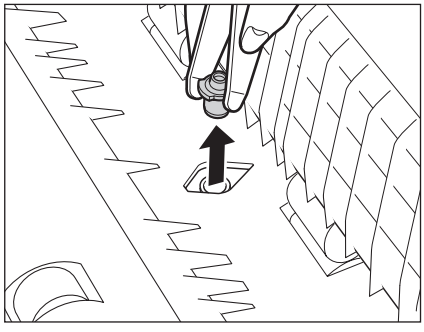
The stamp cartridge is optional.

Replacing the Stamp Cartridge

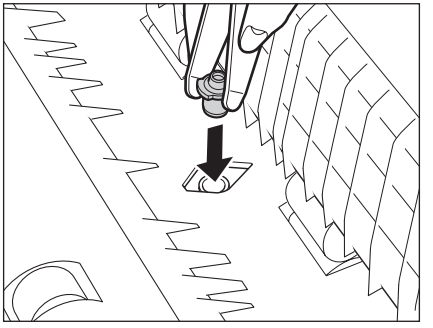
1 **Open the feeder cover, and then open the inner cover.**



2 **Remove the old stamp cartridge, using the tweezers.**



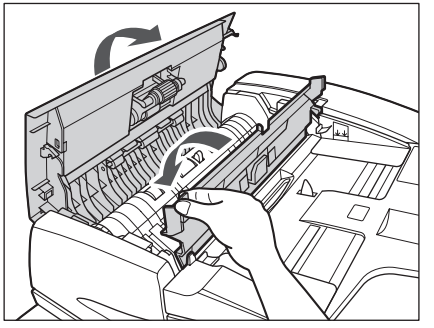
3 Push in the new stamp cartridge until it clicks into place, using the tweezers.



IMPORTANT

- Make sure that the stamp cartridge is not protruding from the surface.
- Insert the stamp cartridge properly, or paper jams may occur.

4 Gently close the inner cover, and then close the feeder cover.



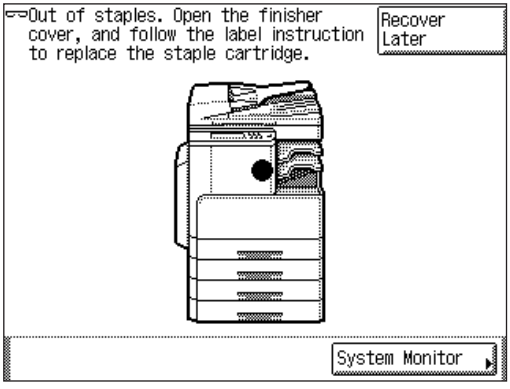
CAUTION

When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Staple Cartridge

When the optional Finisher-U2 is almost out of staples, and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

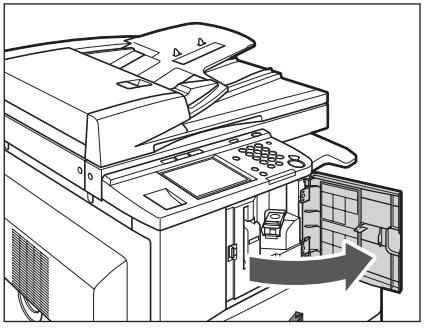
Use only staple cartridges intended for use in this machine.


Out of staples. Open the finisher cover, and follow the label instruction to replace the staple cartridge.
Recover Later
System Monitor

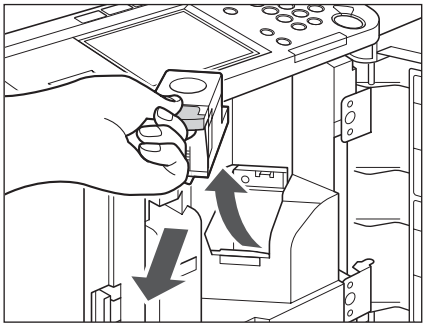
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

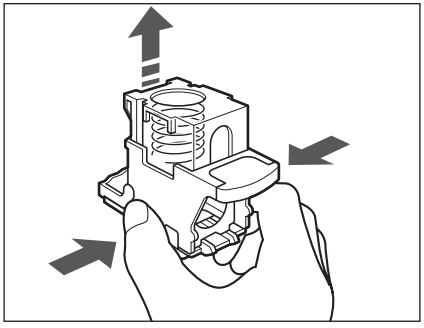
1 Open the front cover of the finisher.

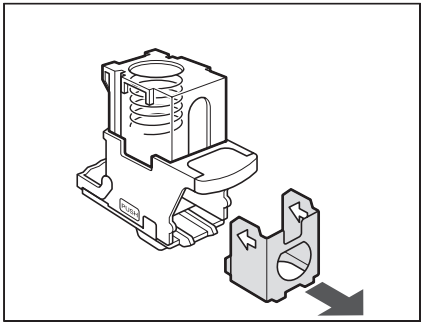


2 Lift and pull out the staple case, holding it by its green tab.



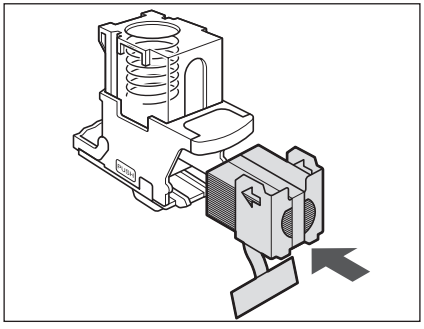
3 Place the staple case, as shown below, press the area indicated by PUSH, and then pull out the staple cartridge.

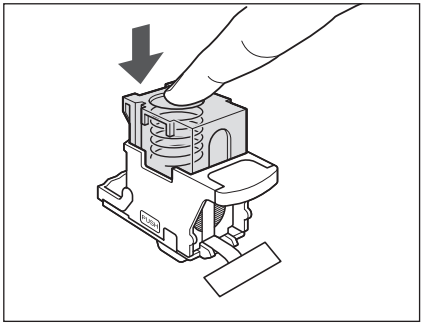




4 Insert the new staple cartridge.

Press the spring-loaded case down until it clicks into place.





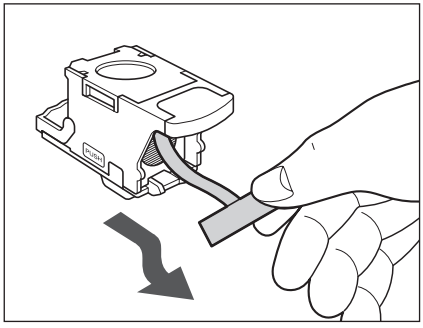
IMPORTANT

- Use only staple cartridges intended for use in this machine.
- Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.

NOTE

Only one staple cartridge can be inserted at a time.

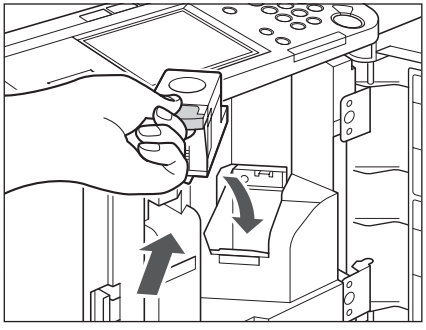
5 Remove the seal holding the staples together, by pulling it straight out, and then down.



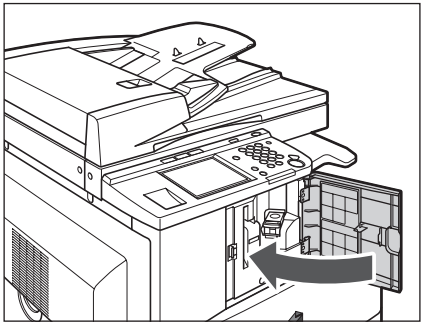
IMPORTANT

Make sure that you pull the seal straight out, and then down. If you pull it out at an angle, it may tear.

6 Gently push the staple case into the finisher, until it is securely in place.



7 Close the front cover of the finisher.



CAUTION

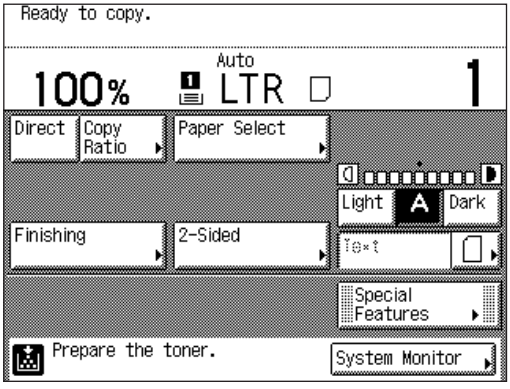
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

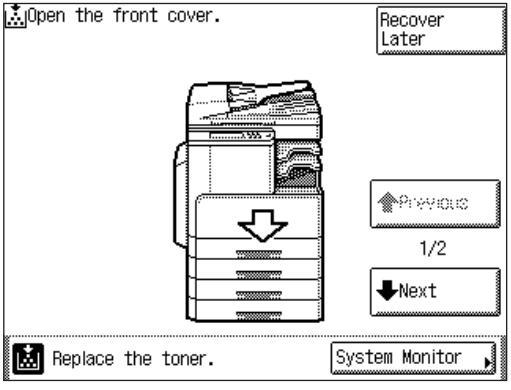
If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a “dry” stapling operation to reposition the staples.

Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, the following message appears on the touch panel display. You can continue printing, but it is highly recommended that you purchase a new toner cartridge to have it available when needed.



When toner runs out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge, like the one shown below, appears on the touch panel display. Follow the instructions on the touch panel display, and the procedure described below to help you replace the toner cartridge.



If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if you do not replace the toner cartridge immediately.

WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the toner cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the toner cartridges in a bag to prevent the toner remaining inside the toner cartridges from scattering, and dispose of them in a location away from open flames.**

CAUTION

- **Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.**
- **Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.**

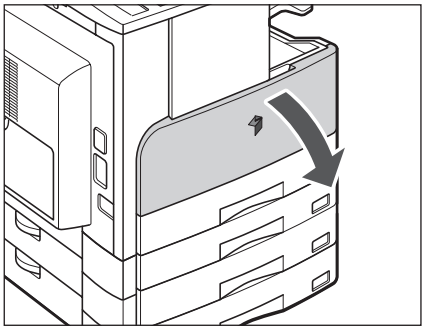
IMPORTANT

- Use only toner cartridges intended for use in this machine.
- Do not replace the toner cartridge until the message prompting you to do so appears.
- Do not attempt to replace the toner cartridge while the machine is printing.

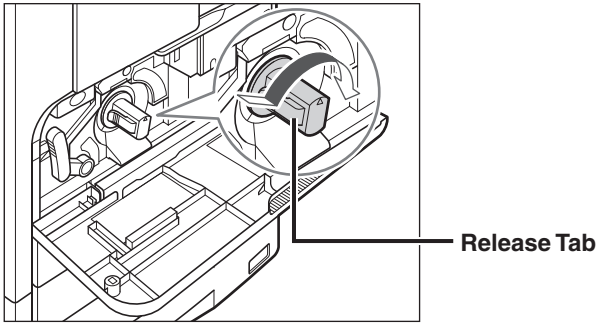
NOTE

- When the message <Prepare the toner.> appears, approximately 100 pages can be printed. It is recommended that you get a new toner cartridge ready for replacement before the toner runs out.
- Complete instructions on how to replace the toner cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.

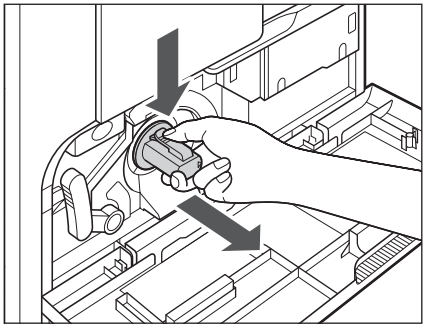
1 **Open the front cover.**



2 **While pushing in the release tab, turn the toner cartridge in the direction of the arrow (clockwise).**



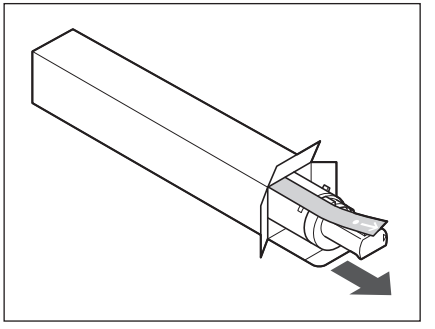
3 **Push and hold down the release tab, and pull out the toner cartridge.**

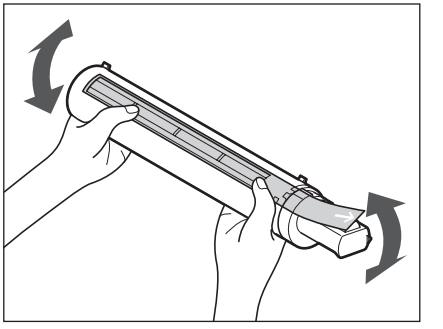


WARNING

Do not throw used toner cartridges into open flames, as they may ignite the toner remaining inside the toner cartridge, and result in burns or a fire.

4 Rock the new toner cartridge back and forth (five or six times) to distribute the toner evenly inside the toner cartridge.



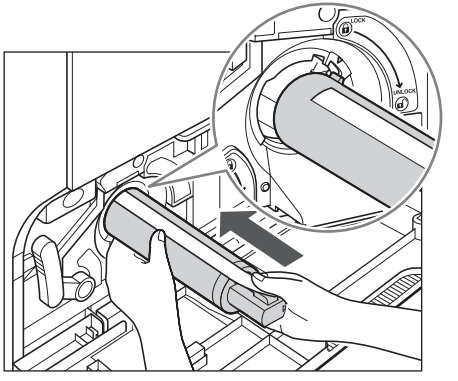


IMPORTANT

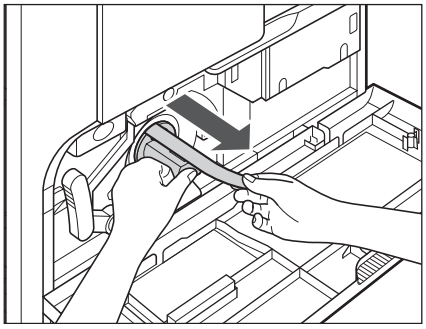
If the toner is not distributed evenly inside the toner cartridge, print quality may deteriorate.

5 Make sure that the side with the label is facing up, and insert the new toner cartridge into the machine as far as it will go.

Support the new toner cartridge with one hand from underneath, while pushing it into the machine with your other hand.



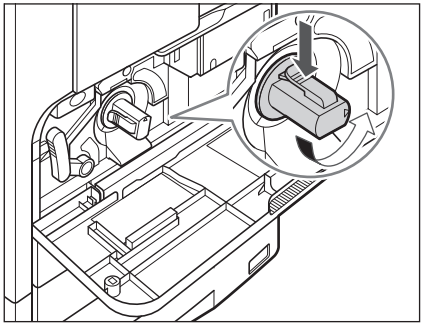
6 Hold the toner cartridge with one hand, and then remove the protective seal by pulling it straight out with your other hand.



IMPORTANT

- Pull out the protective seal slowly, to avoid toner from scattering.
- Pull out the protective seal completely, otherwise, a print error may occur.
- Make sure that you pull the protective seal straight out. If you pull it out at an angle, it may tear, rendering the toner cartridge unusable.
- Discard the protective seal after removing it from the toner cartridge.

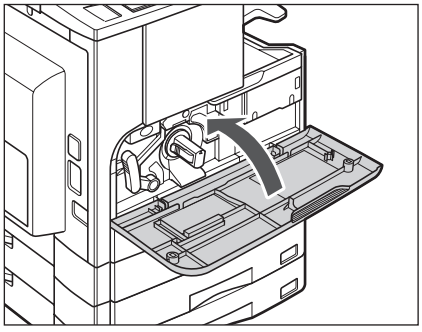
7 While pushing in the release tab, turn the toner cartridge in the direction of the arrow (counterclockwise).



IMPORTANT

Make sure that the toner cartridge locks into place. (Otherwise, the toner cartridge will not be inserted properly.)

8 Close the front cover.



CAUTION

When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

It is important to clean the fixing unit every time you replace the toner cartridge. See “Fixing Unit Cleaning,” on p. 7-37.

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high-quality printouts, we recommend cleaning these parts once or twice a month.

- Platen glass
- Underside of the feeder
- Feeder's rollers

WARNING

- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

IMPORTANT

- You cannot send or receive documents when the main power switch is OFF or the power cord is disconnected.
- If the main power switch is turned OFF, all jobs waiting in the print queue will be erased.
- Documents received into memory and documents stored for delayed send will be retained for approximately 60 minutes after the power cord has been disconnected.

Platen Glass and Underside of the Feeder

Clean the platen glass and the underside of the feeder by following the procedure below.

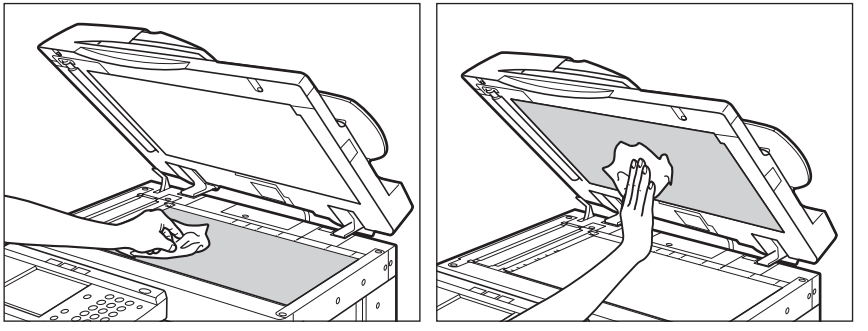
WARNING

When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.

IMPORTANT

If the platen glass or the underside of the feeder is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly. (The imageRUNNER 2030i/2025i/2022i can detect the size of the original placed on the platen glass.)

1 Clean the platen glass and the underside of the feeder with a cloth dampened with water, and then wipe them clean with a soft, dry cloth.



CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

Manual Feeder Cleaning

If originals that have been fed through the feeder have black streaks or appear dirty, clean the feeder's scanning area and rollers.

WARNING

When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.

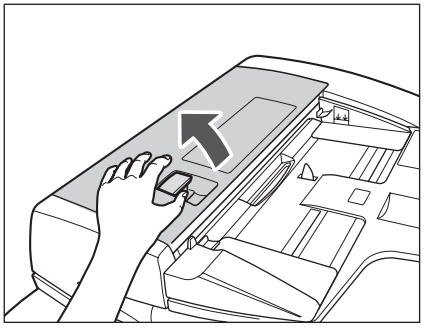
CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

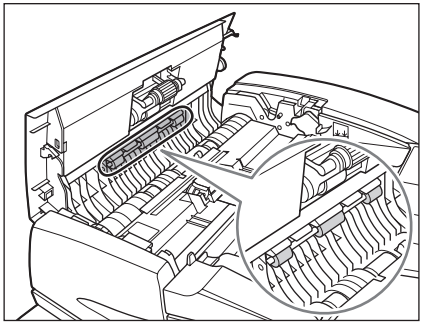
IMPORTANT

Spin the rollers while cleaning them.

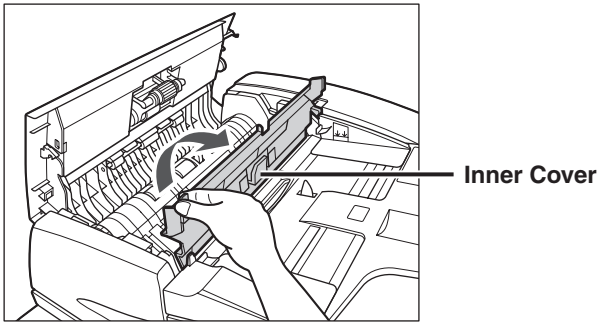
1 Open the feeder cover.



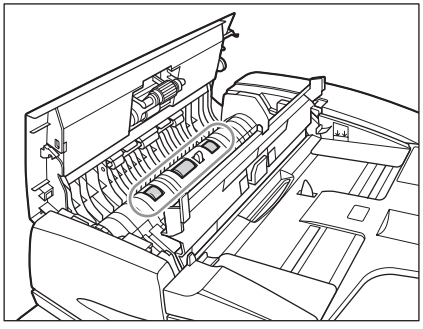
2 **Clean the rollers (a total of three places) inside the feeder cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



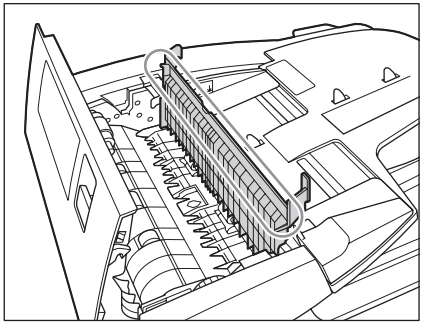
3 **Open the inner cover, holding it by its front tab.**



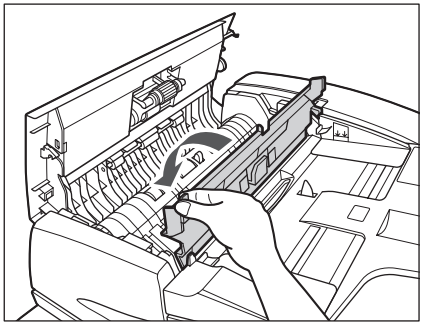
4 **Clean the rollers (a total of three places) inside the inner cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



5 **Clean the transparent plastic part of the inner cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



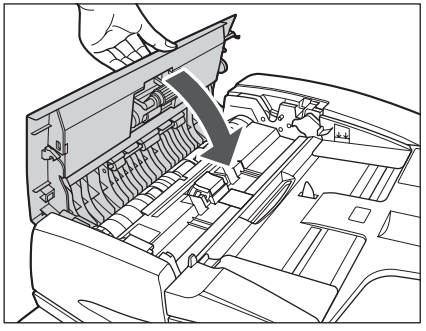
6 **Close the inner cover.**



CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

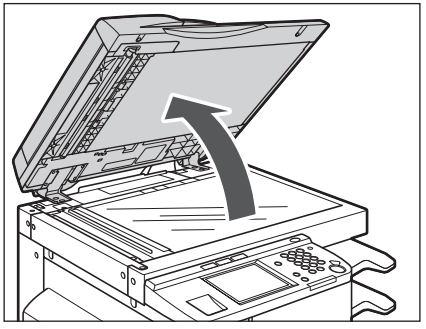
7 Close the feeder cover.



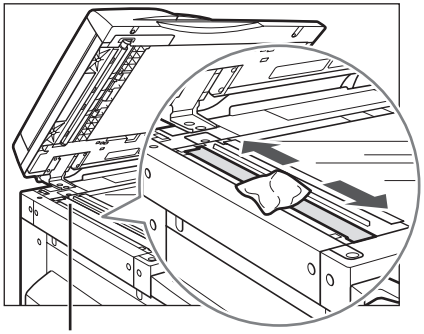
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

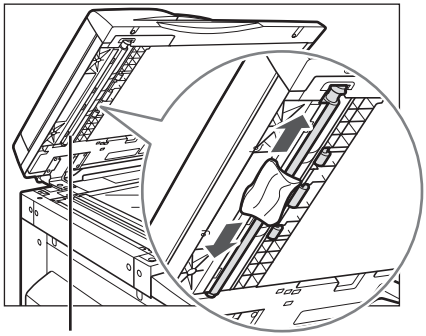
8 Lift the feeder.



9 **Clean the feeder's scanning area (the left side of the platen glass) and the document feeding roller, with a cloth dampened with water. Then, wipe the areas with a soft, dry cloth.**

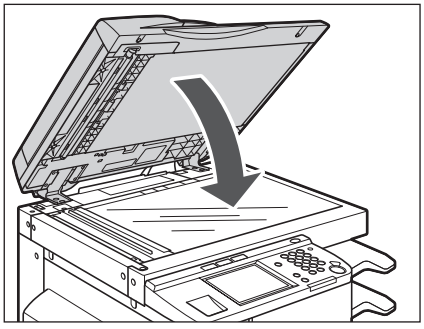


Feeder's Scanning Area



Document Feeding Roller

10 **Close the feeder.**



CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

Offset Roller Cleaning

When the offset rollers become dirty, the accuracy of paper alignment deteriorates. Perform offset roller cleaning once a month to maintain the accuracy.

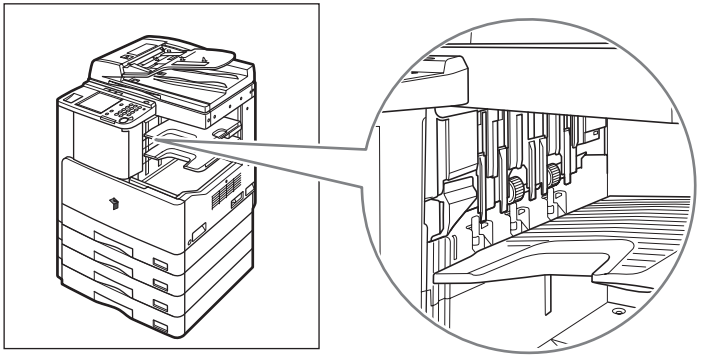
WARNING

When cleaning the machine, first turn OFF the main power switch and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.

NOTE

If either the optional Inner 2 Way Tray-E2 or Additional Finisher Tray-C1 is attached, we recommend cleaning the roller after printing out to the top tray.

1 Lift the rollers slightly, and use a damp cloth to wipe the surface of the rollers while rotating them.

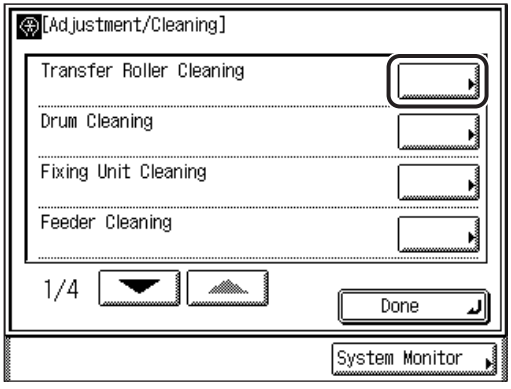


2 Wait approximately three minutes for the rollers to dry, or wipe the roller surface dry with a soft cloth.

Transfer Roller Cleaning

If streaks appear on printed output, or random parts of the printed image are missing, clean the transfer roller inside the main unit.

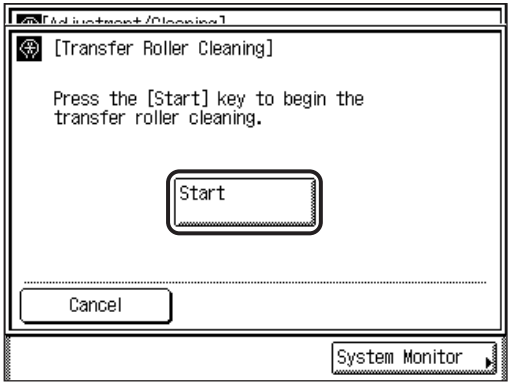
1 Press (Additional Functions) → [Adjustment/Cleaning] → [Transfer Roller Cleaning].



NOTE

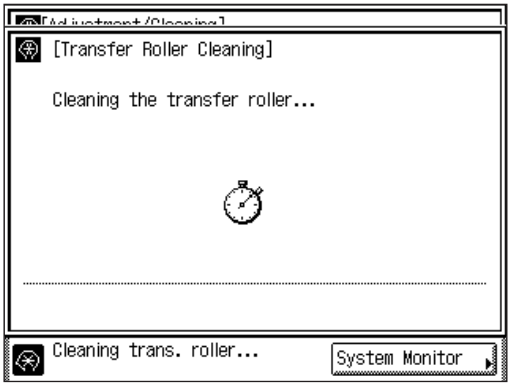
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Start].



To cancel cleaning the transfer roller, press [Cancel].

While the transfer roller is being cleaned, the screen below appears.



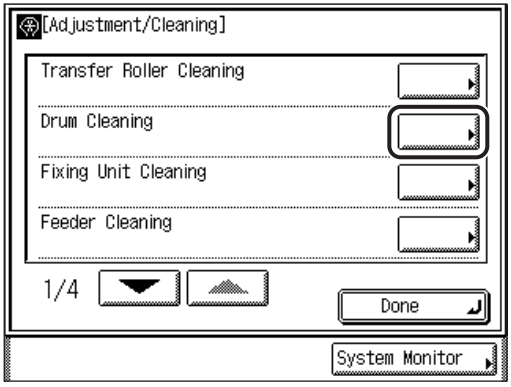
The display returns to the Adjustment/Cleaning screen.

3 Press [Done] repeatedly until the Basic Features screen appears.

Drum Cleaning

If you notice degradation in print quality, the drum inside the main unit may be dirty. Follow the procedure below to clean the drum.

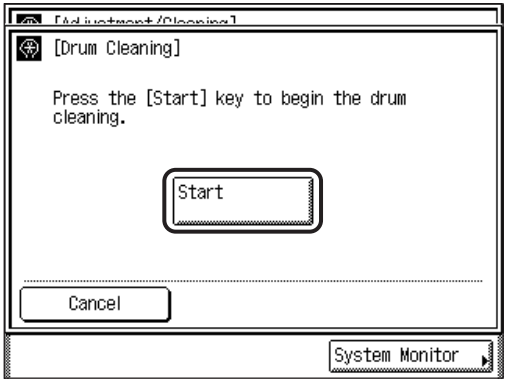
1 Press (Additional Functions) → [Adjustment/Cleaning] → [Drum Cleaning].



NOTE

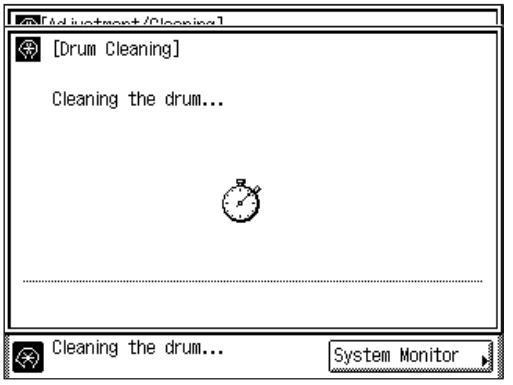
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Start].



To cancel cleaning the drum, press [Cancel].

While the drum is being cleaned, the screen below appears.



The display returns to the Adjustment/Cleaning screen.

3 Press [Done] repeatedly until the Basic Features screen appears.

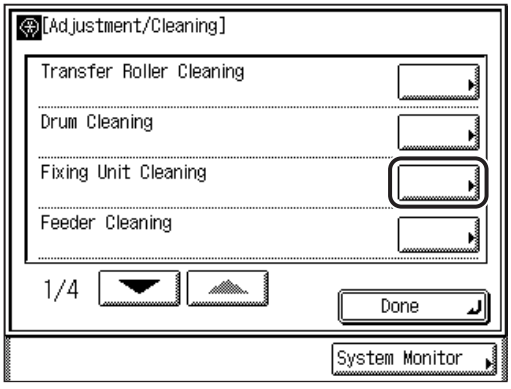
Fixing Unit Cleaning

If black streaks appear on printed output, the fixing unit may be dirty. Also, you should use the Fixing Unit Cleaning procedure every time the toner cartridge is replaced. Print the cleaning pattern on LTR paper for cleaning the fixing unit.

IMPORTANT

The cleaning sheet can only be printed on LTR paper.

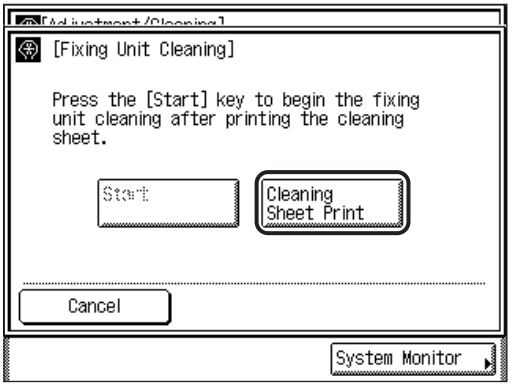
1 Press (Additional Functions) → [Adjustment/Cleaning] → [Fixing Unit Cleaning].



NOTE

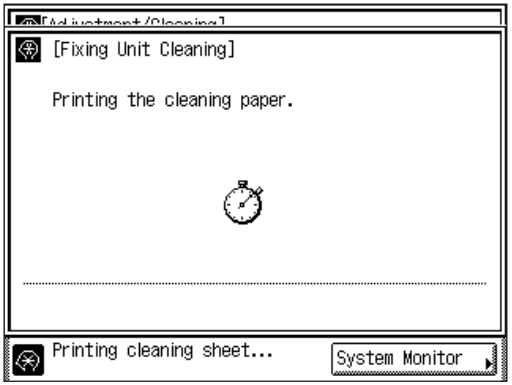
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Make sure that LTR paper is loaded in a paper source → press [Cleaning Sheet Print].

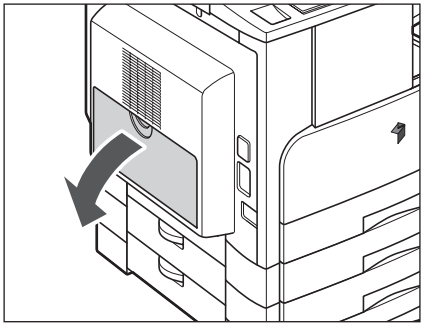

[Fixing Unit Cleaning]
Press the [Start] key to begin the fixing unit cleaning after printing the cleaning sheet.
Start
Cleaning Sheet Print
Cancel
System Monitor

To cancel the fixing unit cleaning procedure, press [Cancel].

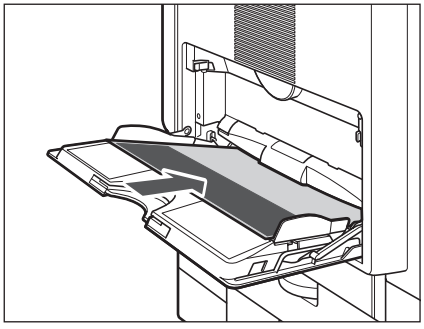
Printing starts.



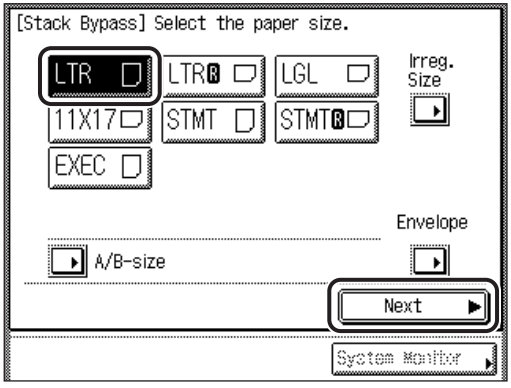
3 Open the stack bypass.



4 **Load the cleaning paper with the printed side facing up, inserting the white edge into the stack bypass first.**

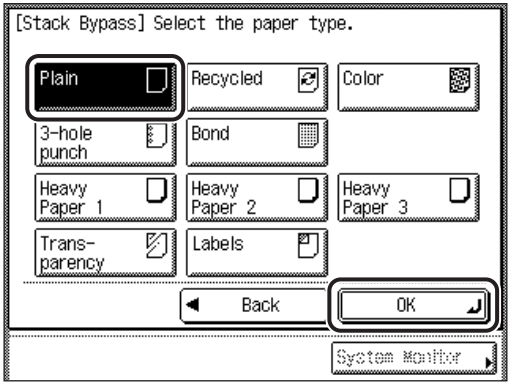


5 **Select the paper size → press [Next].**



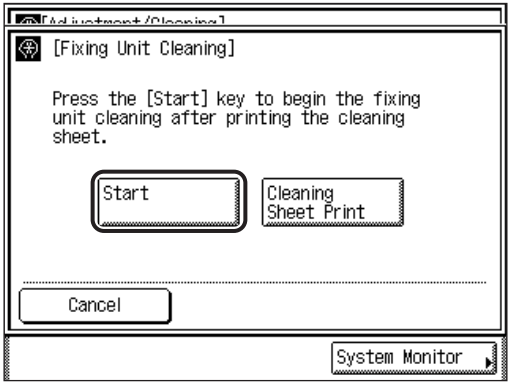
Select [LTR].

6 Select the paper type → press [OK].



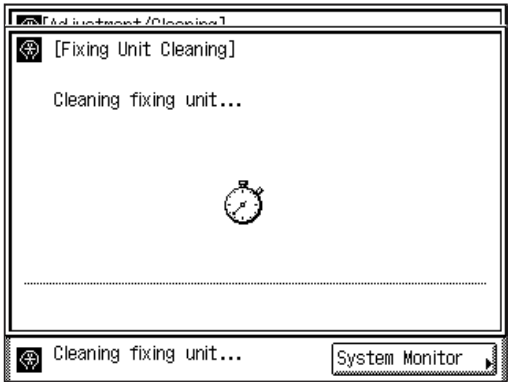
Select [Plain].

7 Press [Start].


[Fixing Unit Cleaning]
Press the [Start] key to begin the fixing unit cleaning after printing the cleaning sheet.
Start
Cleaning Sheet Print
Cancel
System Monitor

To cancel fixing unit cleaning, press [Cancel].

While the fixing unit is being cleaned, the screen below appears.



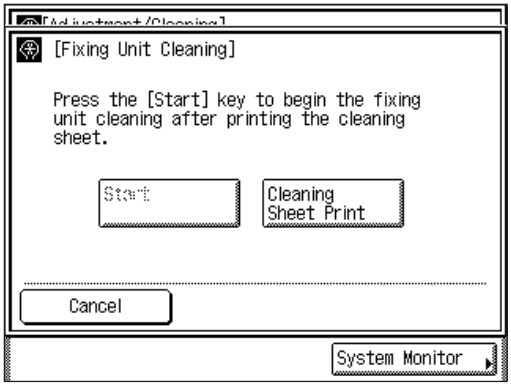
The display returns to the Adjustment/Cleaning screen.

Discard the cleaning sheet after use.

NOTE

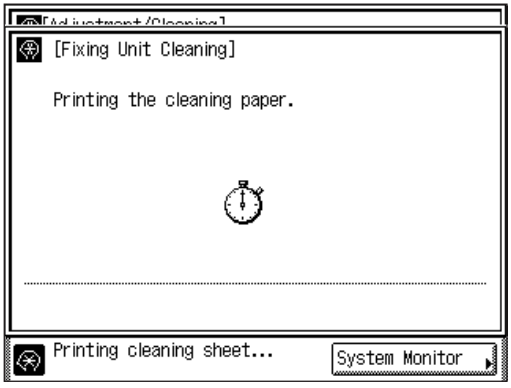
- Cleaning the fixing unit takes approximately 100 seconds.
- The cleaning process cannot be canceled. Please wait until it is completed.

8 Press [Fixing Unit Cleaning] → [Cleaning Sheet Print].

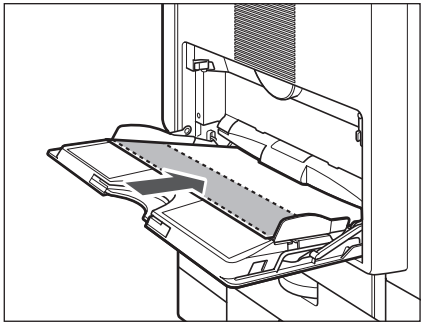

[Fixing Unit Cleaning]
Press the [Start] key to begin the fixing unit cleaning after printing the cleaning sheet.
Start
Cleaning Sheet Print
Cancel
System Monitor

To cancel printing the cleaning paper, press [Cancel].

The cleaning paper is printed.



9 Load the cleaning paper with the printed side facing down, inserting the white edge into the stack bypass first.



10 Repeat steps 5 to 7 to clean the fixing unit.

Throw away the cleaning paper after use.

11 Press [Done] repeatedly until the Basic Features screen appears.

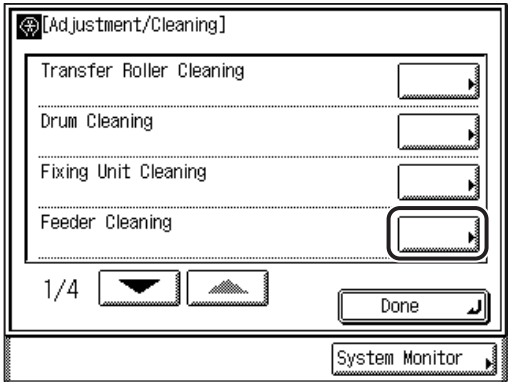
Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.

NOTE

It takes approximately 20 seconds to clean the feeder.

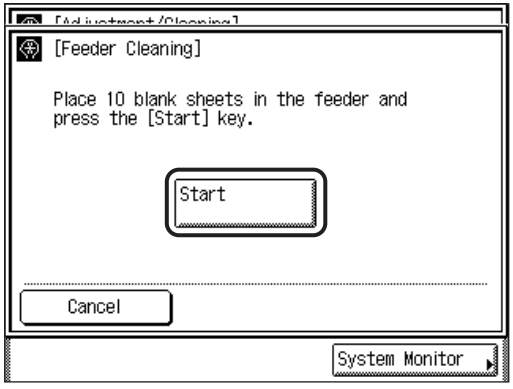
1 Press (Additional Functions) → [Adjustment/Cleaning] → [Feeder Cleaning].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Place 10 sheets of blank paper into the feeder → press [Start].

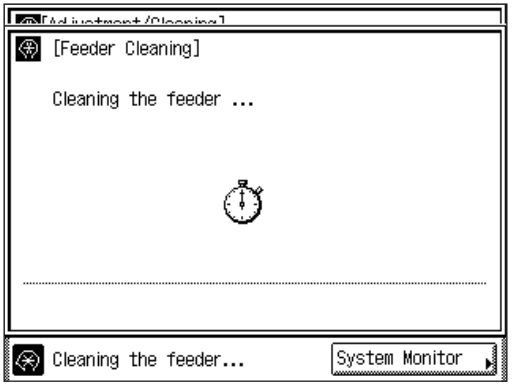


Make sure that you fan the sheets of paper well.

Use LTR paper.

To cancel feeder cleaning, press [Cancel].

While the feeder is being cleaned, the screen below appears.



The display returns to the Adjustment/Cleaning screen.

3 Press [Done] repeatedly until the Basic Features screen appears.

The feeder is clean. Try scanning again.

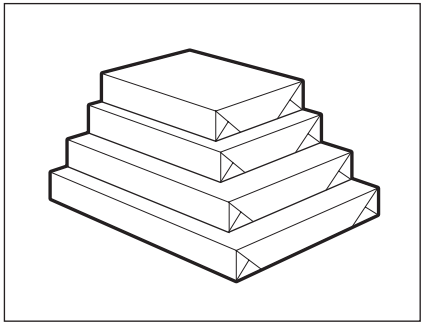
Consumables

The following consumables and accessories are available from Canon. For more information, contact your local authorized Canon dealer.

We recommend that you order the following consumables from your local authorized Canon dealer before your stock runs out.

■ Paper Stock

In addition to plain paper (11" x 17", LGL, LTR, and STMT), recycled paper, color paper, transparencies (recommended for this machine), labels, and other types of paper stock are available. For more information, contact your local authorized Canon dealer.



CAUTION

Do not store paper in places exposed to open flames, as this may cause the paper to ignite, resulting in burns or a fire.

IMPORTANT

To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.

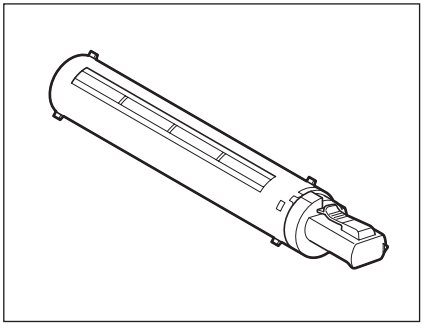
NOTE

- For high-quality printouts, use paper recommended by Canon.
- Some commercially available paper types are not suited for this machine. Contact your local authorized Canon dealer when you need to purchase paper.

■ Toner

If a message prompting you to replace the toner cartridge appears on the touch panel display, replace the used toner cartridge with a new one.

Only use toner cartridges intended for use in this machine.



WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.**

CAUTION

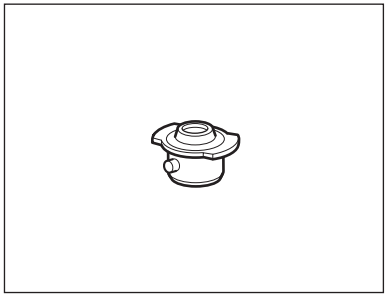
Keep toner cartridge and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

IMPORTANT

- Store toner cartridges in a cool location, away from direct sunlight. (The recommended storage conditions are: temperatures below 86°F, and humidity below 80%.)
- Do not store the toner cartridge in a vertical position.

■ Stamp Cartridge

The stamp cartridge is used to stamp originals. Use only the stamp cartridges recommended for use on this machine.



■ Genuine Supplies

Canon has developed and manufactured Toner, Parts, and Supplies specifically for use in this machine. For optimal print quality and for optimal machine performance and productivity, we recommend that you use Genuine Canon Toner, Parts, and Supplies. Contact your Canon Authorized Dealer or Service Provider for Genuine Canon Supplies.

Troubleshooting

8
CHAPTER

This chapter explains what to do in response to a paper jam in the main unit, optional units, and an error message display.

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Clearing Paper Jams 8-3

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Reducing the Frequency of Paper Jams

If paper jams occur frequently, when there is no apparent problem with the machine, either one of the following two reasons may be the cause. Follow the instructions described below to reduce the frequency of paper jams.

■ **There are torn pieces of paper left inside the machine.**
Pulling jammed paper out of the machine by force may leave torn pieces of paper left inside, leading to frequent paper jams. If paper tears while you are trying to remove jammed paper from the machine, make sure that you remove all of the torn pieces.

■ **The paper size lever is set incorrectly.**
Make sure that the paper size lever located on the left side of a paper drawer matches the size of the paper loaded in the paper drawer. If the paper size lever is set incorrectly, paper jams may occur more frequently. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 7-8.)

Clearing Paper Jams

If a paper jam occurs, the following screens appear on the touch panel display.

Screens Indicating the Locations of Paper Jams

The screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared.

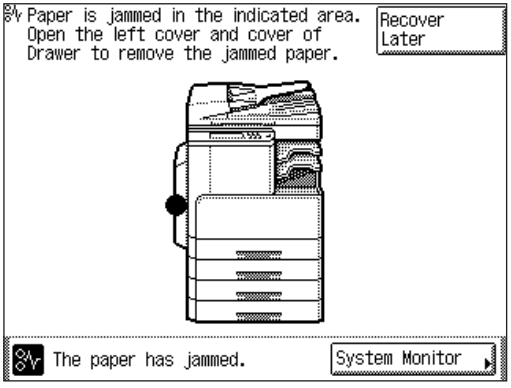
■ Example of a Screen Indicating the Location of a Paper Jam

The location of a paper jam is indicated by a black circle. Follow the instructions on how to clear the paper jam appear along the topside of the screen.

If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if the jammed paper is not removed immediately.

IMPORTANT

If a paper jam occurs in the feeder, you cannot continue operating the machine. Follow the instructions on the touch panel display to clear the paper jam. (See “Feeder,” on p. 8-15.)


Paper is jammed in the indicated area.
Open the left cover and cover of
Drawer to remove the jammed paper.
Recover
Later
The paper has jammed.
System Monitor

WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the parts on the inside of the machine. If you cannot remove the paper, please contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**
- **After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.**

NOTE

- If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.
- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper. If you cannot remove the paper, contact your local authorized Canon dealer.

1 Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

See the instructions on the following pages on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display.

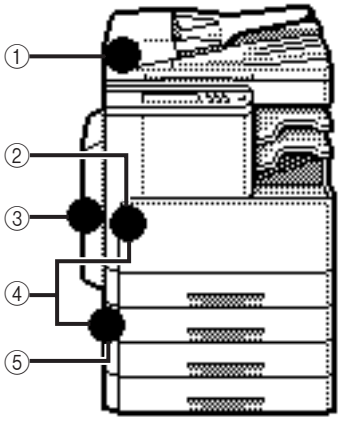
If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.

IMPORTANT

If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.

NOTE

- The following image indicates the possible locations where paper jams may occur. The page number describing how to remove the jammed paper is also shown below.
- Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.



① Feeder (See “Feeder,” on p. 8-15.)

② Stack Bypass (See “Stack Bypass,” on p. 8-19.)/
Fixing Unit (See “Fixing Unit (Inside the Main Unit),” on p. 8-8.)

③ Duplex Unit (See “Duplex Unit,” on p. 8-12.)

④ Paper Drawer 1 (See “Paper Drawer 1,” on p. 8-20.)

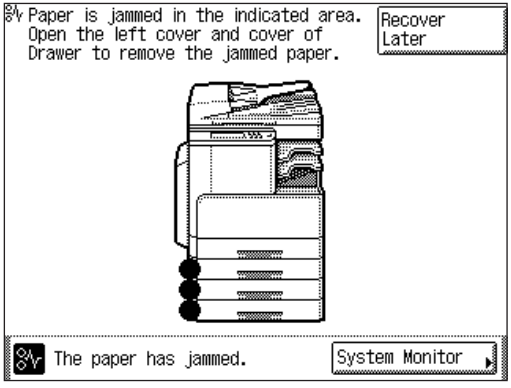
⑤ Paper Drawer 2 (See “Paper Drawers 2, 3, and 4,” on p. 8-25.)
For the imageRUNNER 2018i, the paper drawer 2 can be used when the optional Cassette Feeding Module-P1 is attached to the machine.

2 If a paper jam occurs inside an optional unit, see the instructions on the following pages.

The Cassette Feeding Module-P1 (paper drawer 2) and Cassette Feeding Module-Q1 (paper drawer 3 and 4) are optional for imageRUNNER 2018i. The Cassette Feeding Module-Q1 (paper drawer 3 and 4) is optional for imageRUNNER 2030i/2025i/2022i.

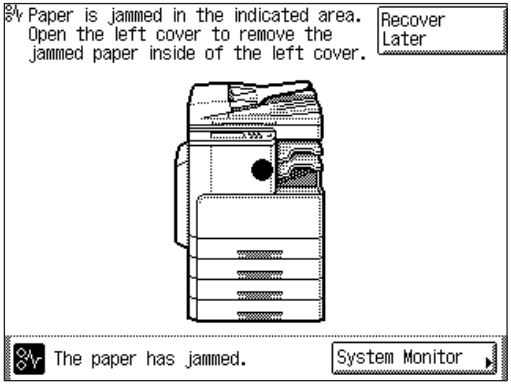
● Cassette Feeding Module-P1/Q1

❑ See “Paper Drawers 2, 3, and 4,” on p. 8-25.


Paper is jammed in the indicated area.
Open the left cover and cover of
Drawer to remove the jammed paper.
Recover
Later
The paper has jammed.
System Monitor

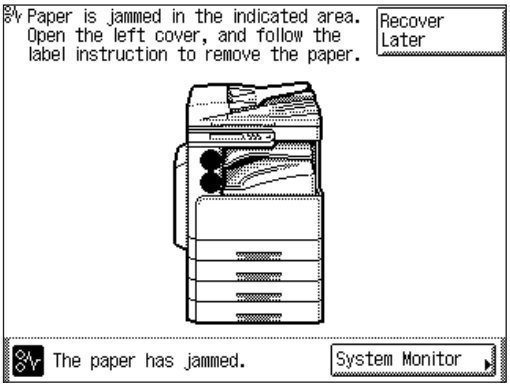
● Finisher-U2

❑ See “Finisher-U2 (Optional),” on p. 8-29.


Paper is jammed in the indicated area.
Open the left cover to remove the
jammed paper inside of the left cover.
Recover
Later
The paper has jammed.
System Monitor

● **Inner 2 Way Tray-E2**

❑ See “Inner 2 Way Tray-E2 (Optional),” on p. 8-33.


Paper is jammed in the indicated area.
Open the left cover, and follow the
label instruction to remove the paper.
Recover
Later
The paper has jammed.
System Monitor

3 After you have removed all of the jammed paper in the locations indicated on the touch panel display, restore all levers and covers to their original positions.

4 Continue to follow the procedure and instructions on the touch panel display.

Once you have removed all of the jammed paper in locations other than the feeder, printing or copying resumes.

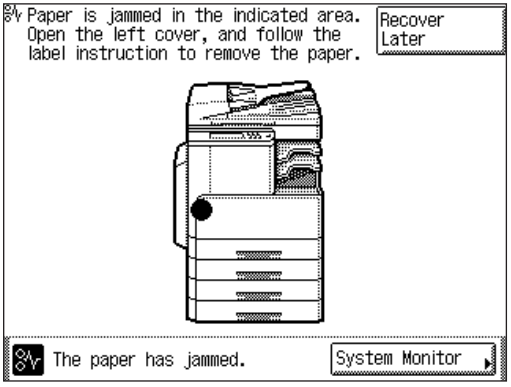
If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

NOTE

You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

Fixing Unit (Inside the Main Unit)

If a paper jam occurs in the fixing unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated area.
Open the left cover, and follow the
label instruction to remove the paper.
Recover
Later
The paper has jammed.
System Monitor

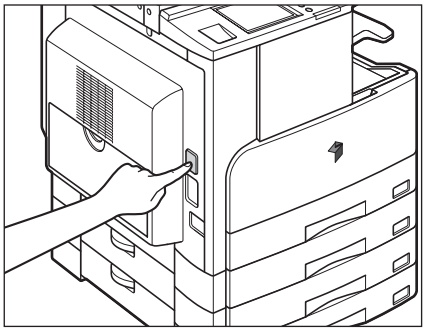
WARNING

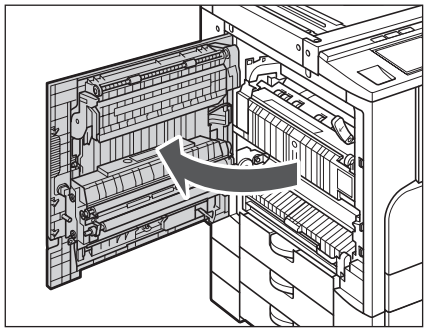
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

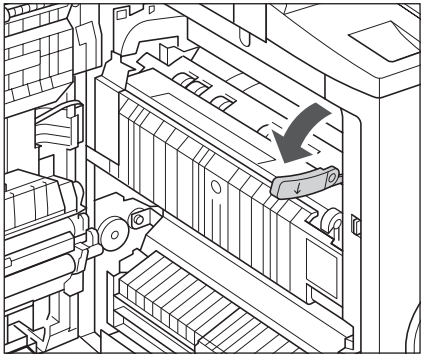
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 **Press the button on the left cover of the main unit, and then open the left cover.**

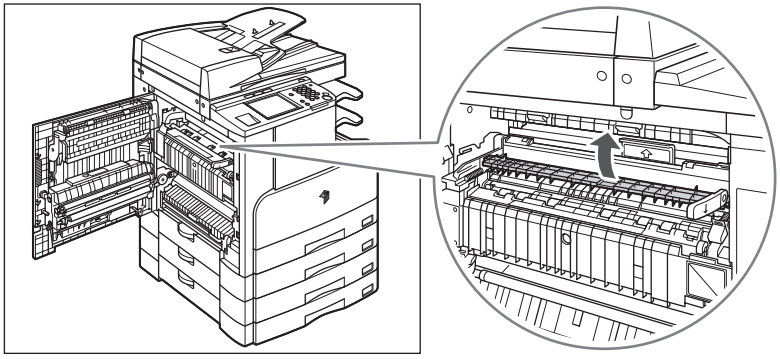




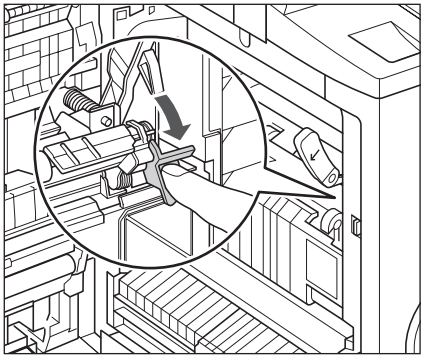
2 **Push down the green locking lever.**

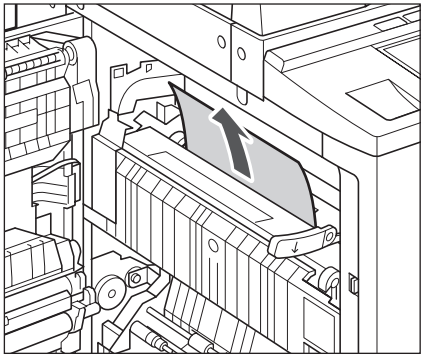


3 **Use the green tab to lift up the exit slot cover and remove any jammed paper.**

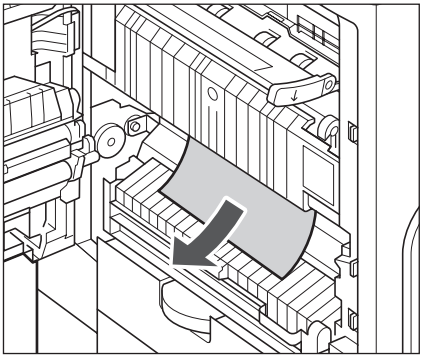


4 **While holding down the lever on the right corner of the fixing unit, open the upper cover of the fixing unit and remove any jammed paper.**





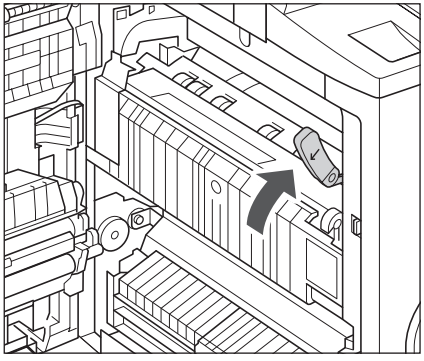
5 **Remove any jammed paper that is protruding from the lower part of the fixing unit.**



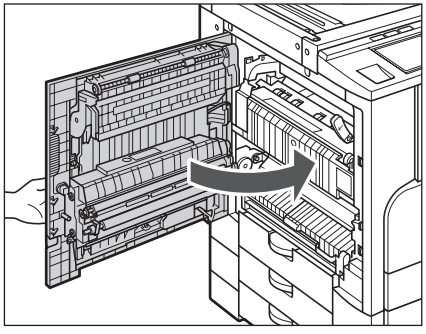
CAUTION

The parts located around the exit slot guide and the fixing unit are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area except the lever.

6 Return the green locking lever to its original position.



7 Place your hand where the hand symbol (☞) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



⚠ CAUTION

When closing the left cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

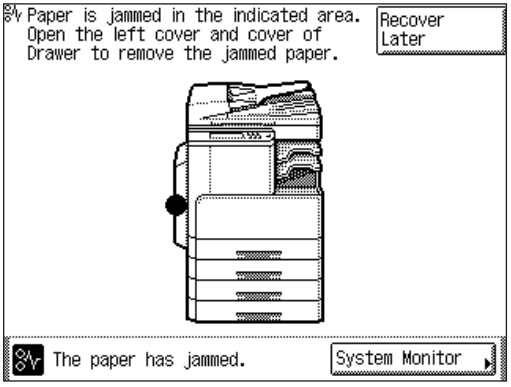
8 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Screens Indicating the Locations of Paper Jams,” on p. 8-3.

Duplex Unit

If a paper jam occurs inside the duplex unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated area.
Open the left cover and cover of
Drawer to remove the jammed paper.
Recover
Later
The paper has jammed.
System Monitor

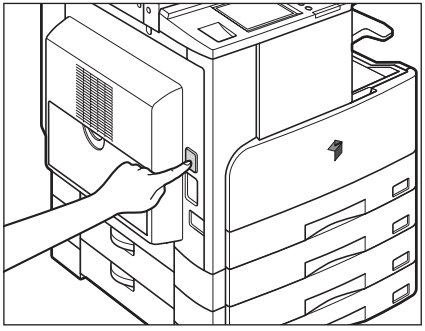
WARNING

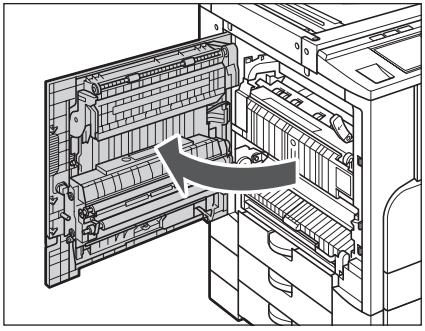
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

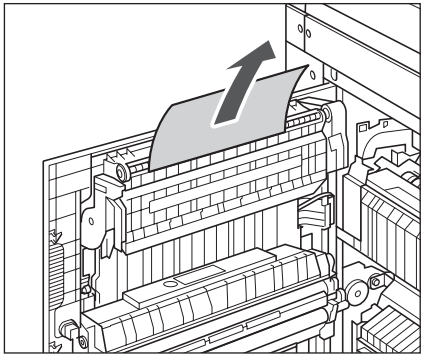
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

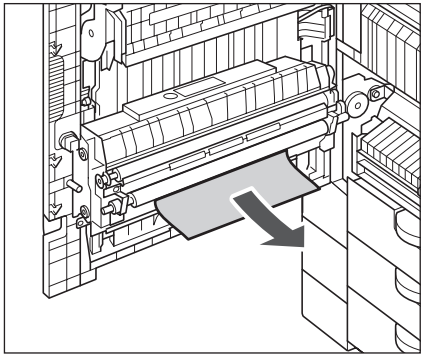
1 Press the button on the left cover of the main unit, and then open the left cover.





2 Remove any jammed paper that is protruding from the upper and lower parts of the duplex unit.





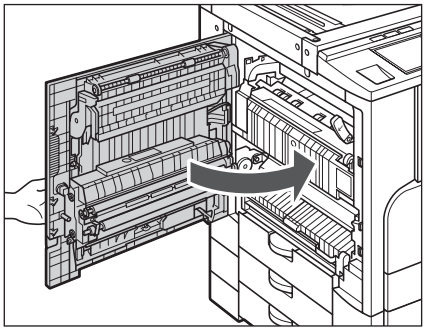
CAUTION

Some parts of the duplex unit are subject to high temperature. When removing jammed paper, take care not to touch anything in this unit.

NOTE

When removing jammed paper from the bottom of the duplex unit, pull the jammed paper at an angle, slightly toward the inside of the machine. Do not pull the jammed paper right below.

3 **Place your hand where the hand symbol (☞) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.**



CAUTION

When closing the left cover of the machine, be careful not to get your fingers caught, as this may result in personal injury.

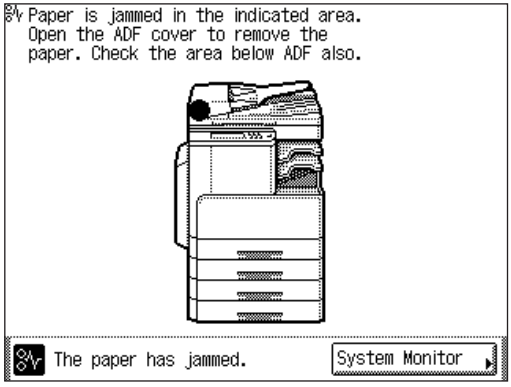
4 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Screens Indicating the Locations of Paper Jams,” on p. 8-3.

Feeder

If a paper jam occurs in the feeder, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated area.
Open the ADF cover to remove the
paper. Check the area below ADF also.
The paper has jammed.
System Monitor

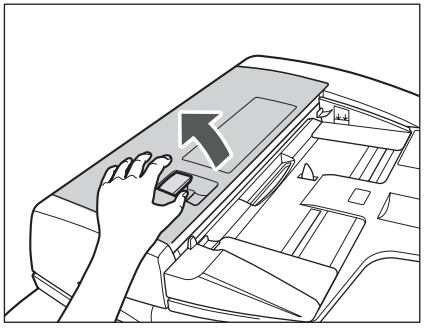
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

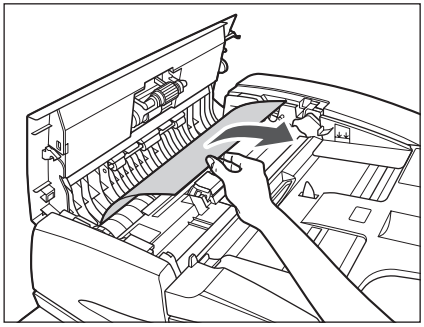
CAUTION

When removing jammed originals, take care not to cut your hands on the edges of the originals.

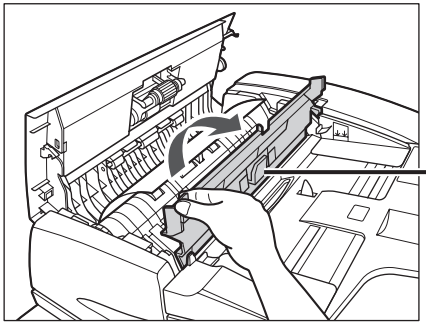
1 Open the feeder cover.



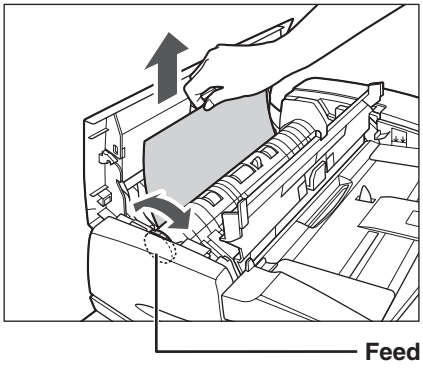
2 **Remove any jammed originals.**



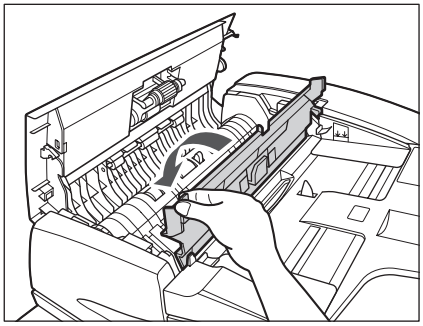
3 **Open the inner cover, holding it by its front tab.**



4 **Turn the feed dial, and remove any jammed originals.**



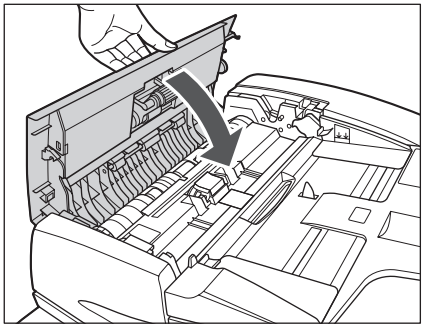
5 Close the inner cover.



CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

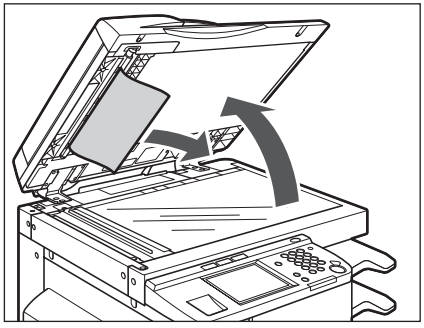
6 Close the feeder cover.



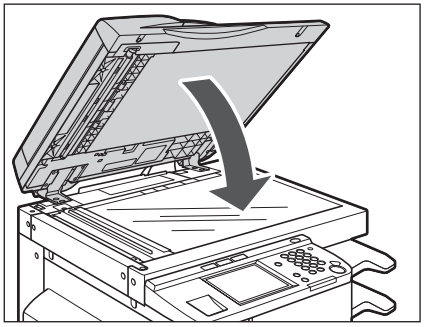
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

7 Lift the feeder, and remove any jammed originals.



8 Close the feeder.



CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

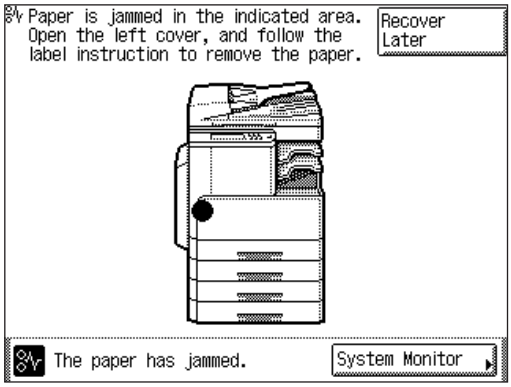
9 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Screens Indicating the Locations of Paper Jams,” on p. 8-3.

Stack Bypass

If a paper jam occurs inside the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

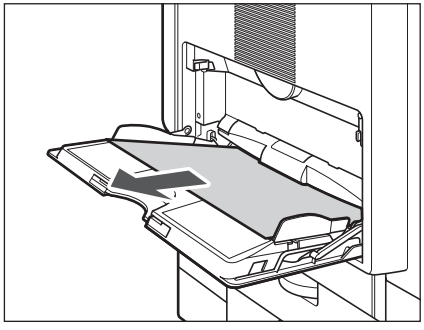

Paper is jammed in the indicated area.
Open the left cover, and follow the label instruction to remove the paper.
Recover Later
The paper has jammed.
System Monitor

CAUTION

When removing jammed paper, take care not to cut your hands on the edges of the paper.

1 Remove all paper from the stack bypass.

2 Remove any jammed paper.



NOTE

If you cannot remove the jammed paper, follow the procedures in “Fixing Unit (Inside the Main Unit),” on p. 8-8.

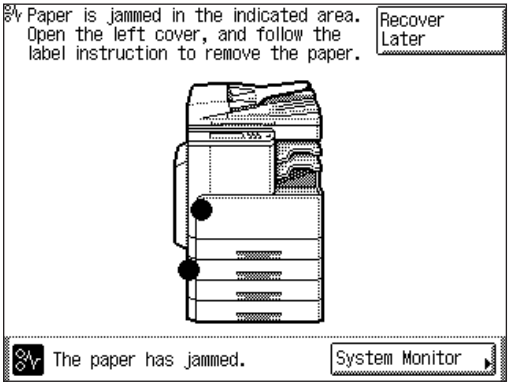
3 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Screens Indicating the Locations of Paper Jams,” on p. 8-3.

Paper Drawer 1

If a paper jam occurs inside Paper Drawer 1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated area.
Open the left cover, and follow the
label instruction to remove the paper.
Recover
Later
The paper has jammed.
System Monitor

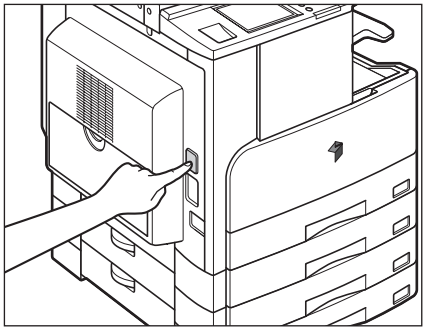
WARNING

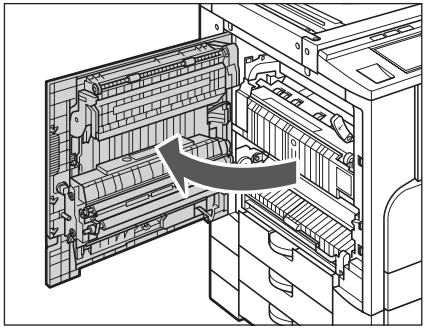
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

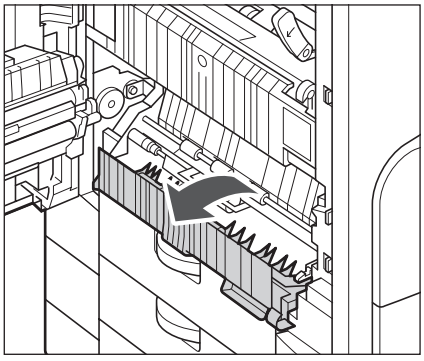
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Press the button on the left cover of the main unit, and then open the left cover.

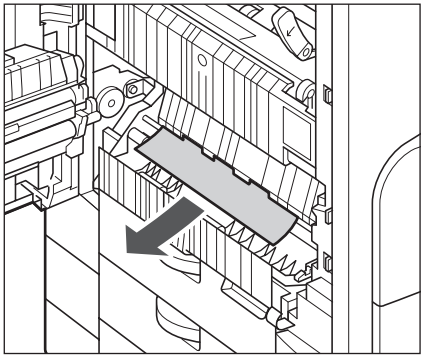




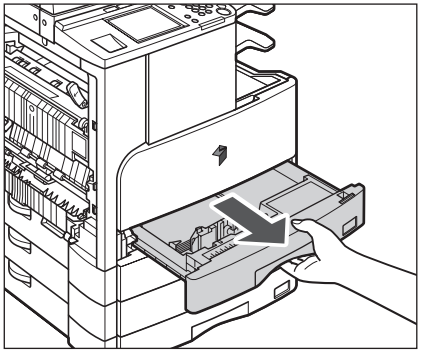
2 **Open the paper drawer's left cover.**



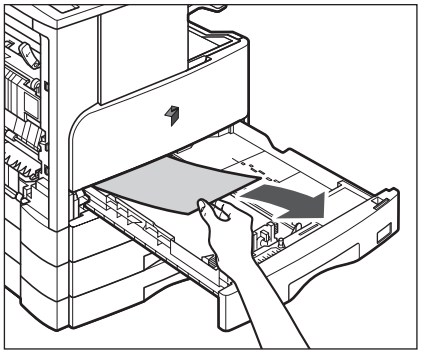
3 **Remove any jammed paper.**



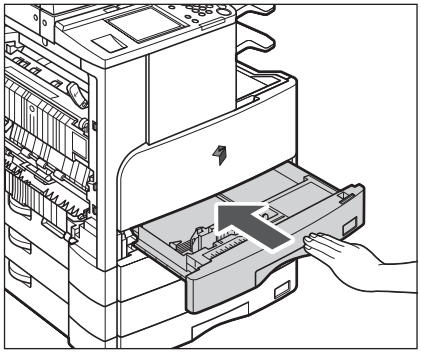
4 **Grip the handle, and pull out the paper drawer until it stops.**



5 **Remove any jammed paper.**



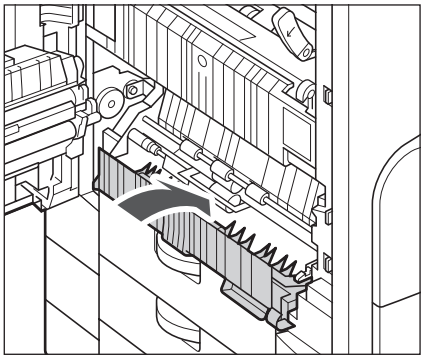
6 **Gently push Paper Drawer 1 back into the machine until it clicks into place in the closed position.**



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

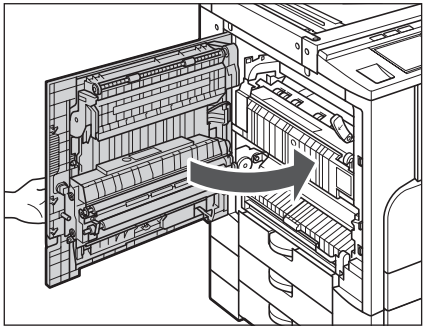
7 Close the paper drawer's left cover.



CAUTION

When closing the paper drawer's left cover, be careful not to get your fingers caught, as this may result in personal injury.

8 Place your hand where the hand symbol (☞) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



CAUTION

When closing the left cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

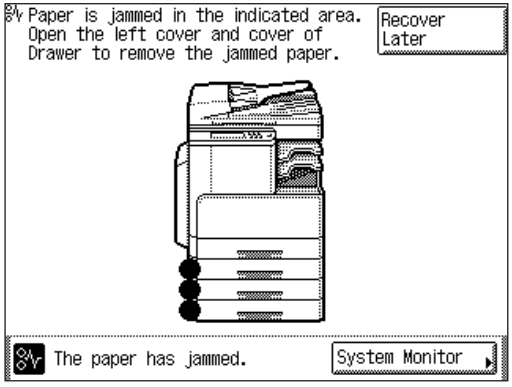
9 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Paper Drawers 2, 3, and 4

If a paper jam occurs inside the paper drawers 2, 3, and 4, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated area.
Open the left cover and cover of
Drawer to remove the jammed paper.
Recover
Later
The paper has jammed.
System Monitor

WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

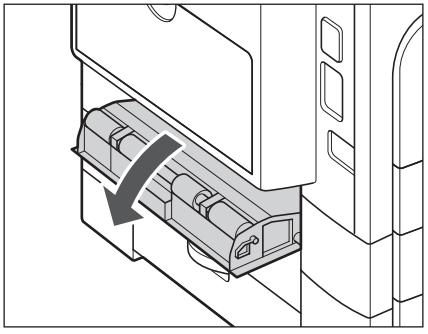
CAUTION

- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

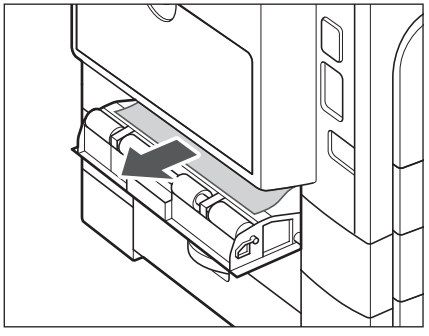
NOTE

- The Cassette Feeding Module-P1 (Paper Drawer 2) and Cassette Feeding Module-Q1 (Paper Drawers 3 and 4) are optional for the imageRUNNER 2018i.
- The Cassette Feeding Module-Q1 is optional for the imageRUNNER 2030i/2025i/2022i.

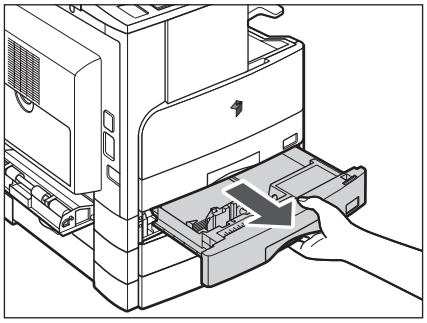
1 Open the paper drawer's left cover.



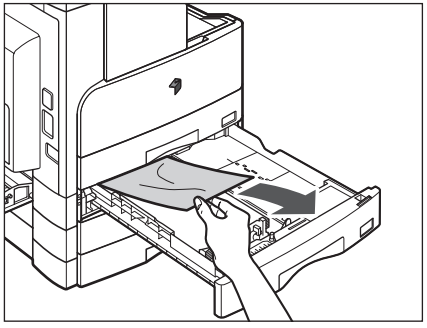
2 Remove any jammed paper.



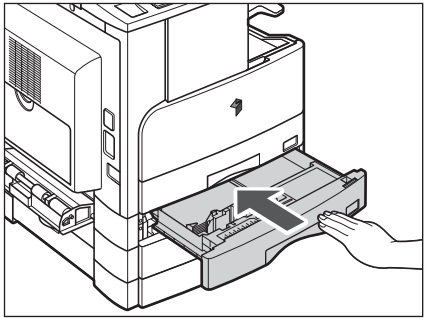
3 **Grip the handle, and pull out the paper drawer until it stops.**



4 **Remove any jammed paper.**



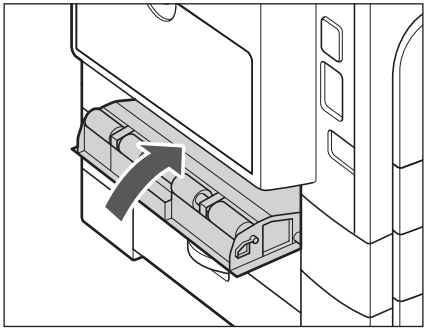
5 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

6 Close the paper drawer's left cover.



CAUTION

When closing the left cover of the paper drawer, be careful not to get your fingers caught, as this may result in personal injury.

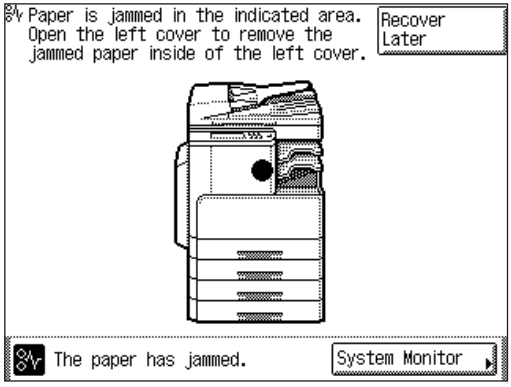
7 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Finisher-U2 (Optional)

If a paper jam occurs in the optional Finisher-U2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated area.
Open the left cover to remove the jammed paper inside of the left cover.
Recover Later
The paper has jammed.
System Monitor

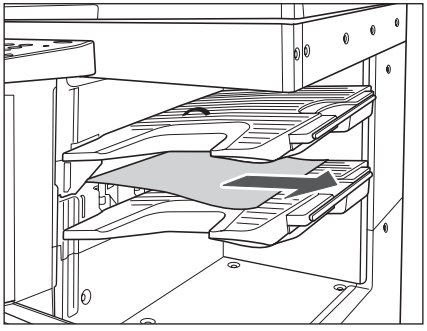
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

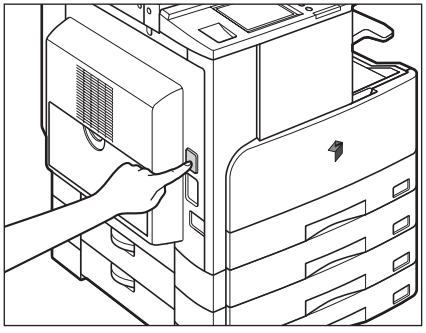
CAUTION

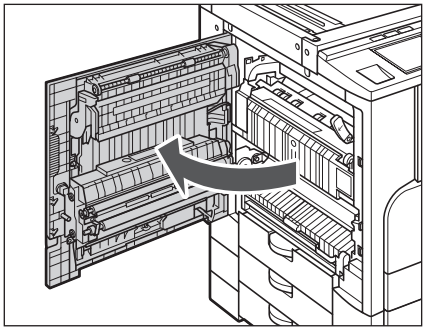
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 **If any jammed paper is protruding from the delivery slot in the output tray, remove the jammed paper.**

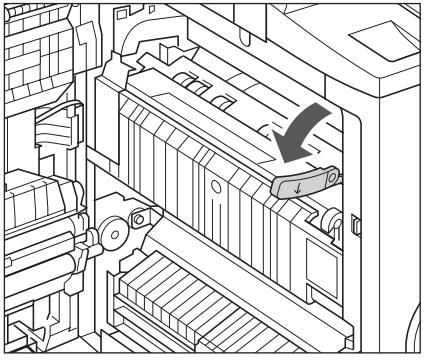


2 **Press the button on the left cover of the main unit, and then open the left cover.**





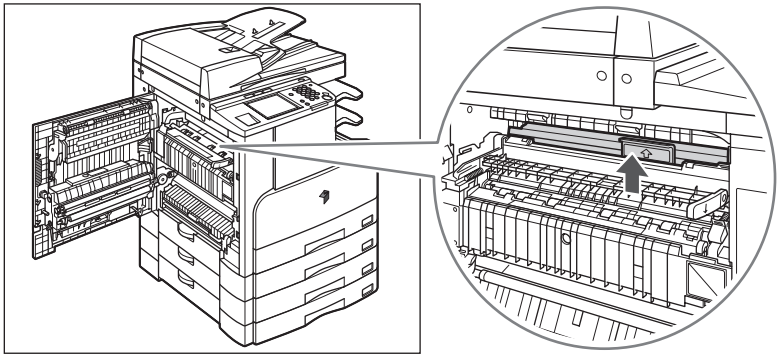
3 **Push down the green locking lever.**



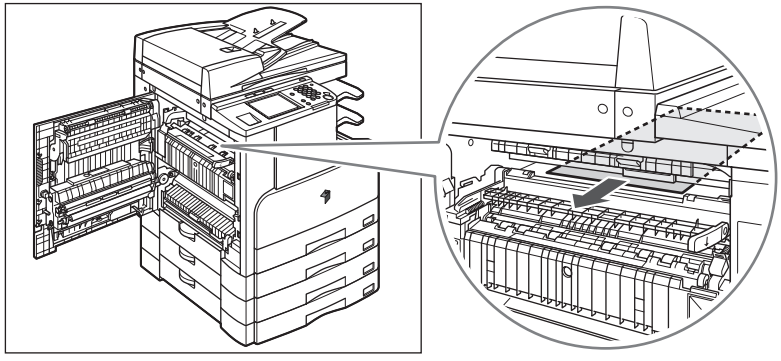
WARNING

The parts located around the exit slot guide and the fixing unit are subject to high temperature. When removing jammed paper, take care not to touch anything in this area except the lever.

4 Use the green tab to lift up the upper cover of the fixing unit.



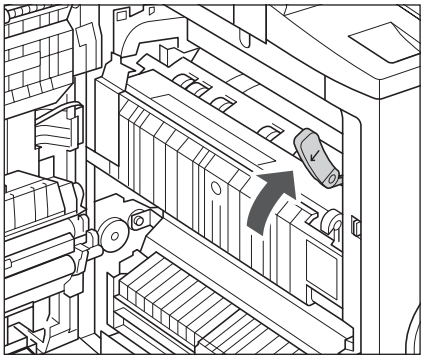
5 Remove any jammed paper that is protruding from the finisher.



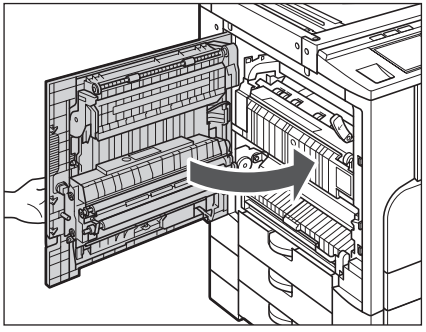
CAUTION

Be careful not to touch the inside of the machine because some parts get very hot.

6 Return the green locking lever to its original position.



7 Place your hand where the hand symbol (☞) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



⚠ CAUTION

When closing the left cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

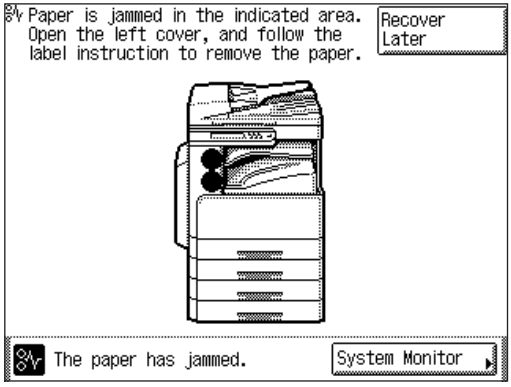
8 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Screens Indicating the Locations of Paper Jams,” on p. 8-3.

Inner 2 Way Tray-E2 (Optional)

If a paper jam occurs inside the optional Inner 2 Way Tray-E2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated area.
Open the left cover, and follow the
label instruction to remove the paper.
Recover
Later
The paper has jammed.
System Monitor

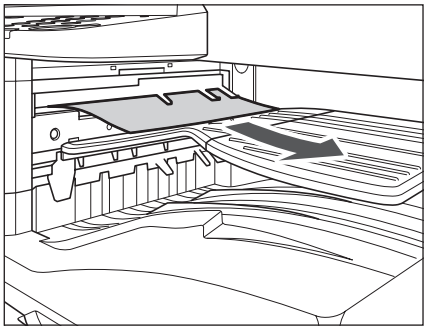
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

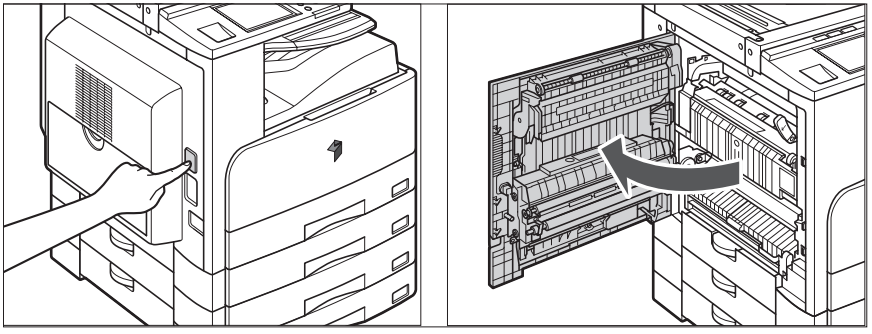
CAUTION

- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

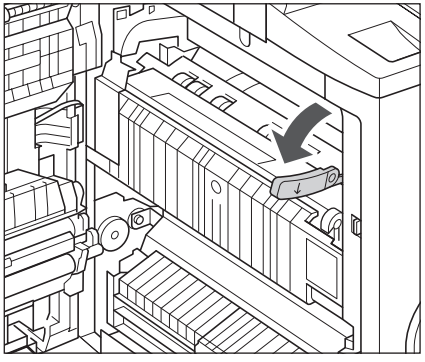
1 **If any jammed paper is protruding from the delivery slot, remove the jammed paper.**



2 **Press the button on the left cover of the main unit, and then open the left cover.**



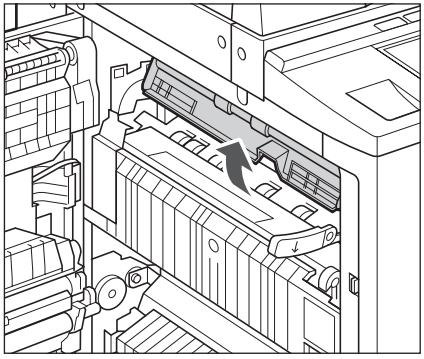
3 **Push down the green locking lever.**



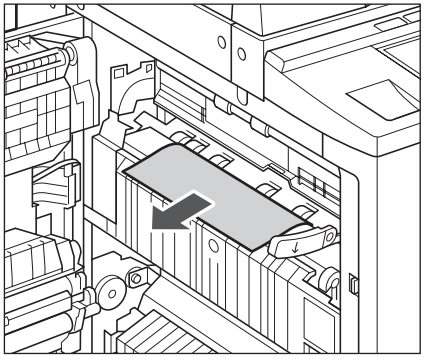
CAUTION

The parts located around the exit slot guide and the fixing unit are subject to high temperature. When removing jammed paper, take care not to touch anything in this area except the lever.

4 Lift the inner guide of the fixing unit.



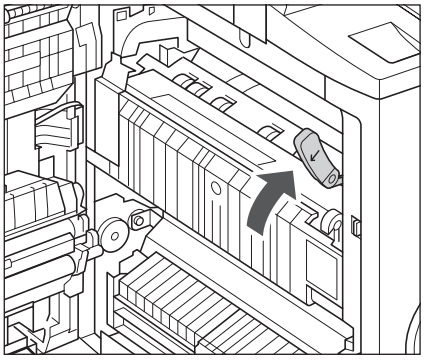
5 Remove any jammed paper.



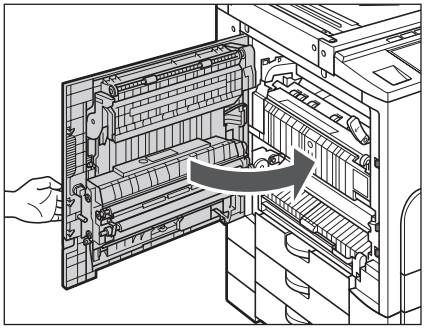
CAUTION

Be careful not to touch the inside of the machine because some parts get very hot.

6 Return the green locking lever to its original position.



7 Place your hand where the hand symbol (☞) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



⚠ CAUTION

When closing the left cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

8 Follow the instructions on the touch panel display.

NOTE

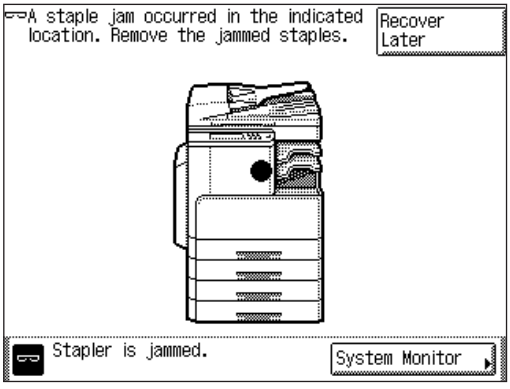
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Screens Indicating the Locations of Paper Jams,” on p. 8-3.

Clearing Staple Jams

If a staple jam occurs, follow the procedure described below to remove the jammed staples.

Finisher-U2 (Optional)

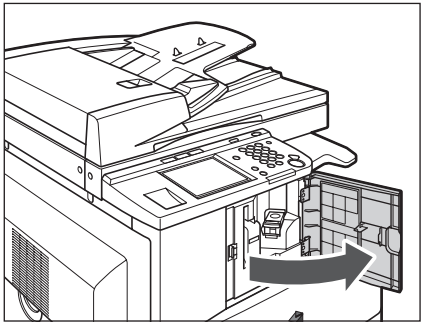
If a staple jam occurs in the optional Finisher-U2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.


A staple jam occurred in the indicated location. Remove the jammed staples.
Recover Later
Stapler is jammed.
System Monitor

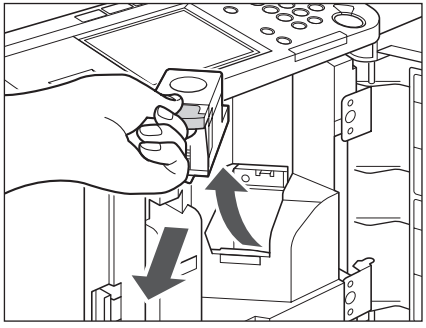
IMPORTANT

Make sure to close all covers and paper drawers before clearing any staple jams.

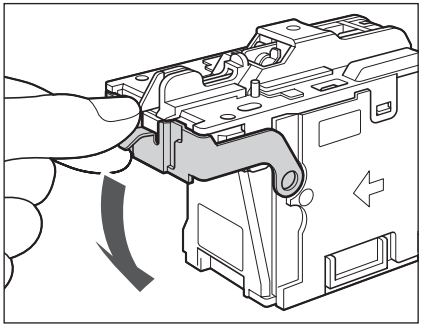
1 **Open the front cover of the finisher.**



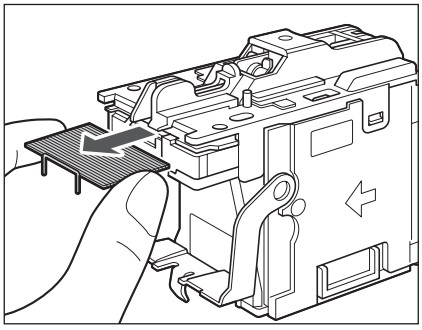
2 **Lift and pull out the staple case, holding it by its green tab.**



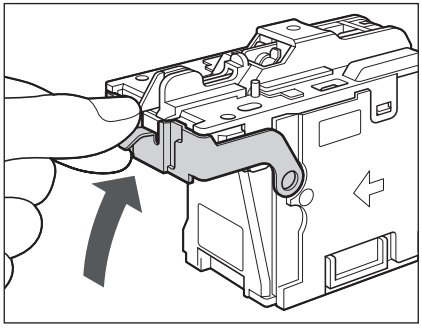
3 **Push down the tab on the staple case.**



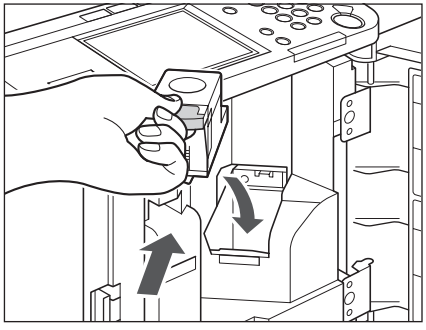
4 **Remove all of the staples that slide from the staple case.**



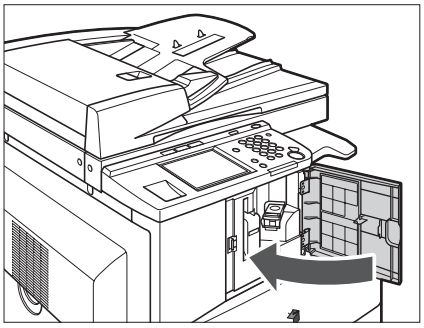
5 **Return the tab on the staple case to its original position.**



6 **Gently push the staple case into the finisher, until it is securely in place.**



7 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a “dry” stapling operation to reposition the staples.

List of Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see the *Sending and Facsimile*, and *Network Guides*.

Self-Diagnostic Display

If the machine displays a self-diagnostic error message, follow the instructions on the touch panel display.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error.
- When you need to make a decision or take some action during scanning, copying, or printing.
- When you need to make a decision or take some action while browsing the network.

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

△ Check your document.

Cause	Paper or originals are jammed.
Remedy	Remove any jammed paper or originals. (See “Clearing Paper Jams,” on p. 8-3, and “Feeder,” on p. 8-15.)

Load Paper.

Cause	The machine has run out of paper. No more prints can be made.
Remedy	Load paper. (See “Paper Drawers,” on p. 7-2.)
Cause 1	The paper drawer is not inserted correctly.
Remedy	Insert the paper drawer as far as it will go. (See “Paper Drawers,” on p. 7-2.)

LTR Load Paper.

Cause	The optimum paper size selected by the Automatic Paper Selection mode is not available in the machine.
Remedy 1	Load the indicated paper size into the machine. If you press ◎ (Start) while this message is displayed, prints are made with the currently selected paper size.
Remedy 2	If the message continues to be displayed even if the indicated paper size is loaded, set Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) for that paper drawer to 'On'. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-30.)

△ Place the original on the platen glass.

Cause	The specified mode requires that the original be placed on the platen glass, but there is no original on the platen glass.
Remedy	Place the original on the platen glass.

Platen glass is dirty.

Cause	The feeder's scanning area is dirty.
Remedy	Clean the feeder's scanning area. (See "Manual Feeder Cleaning," on p. 7-27.)

△ Remove the original from the feeder.

Cause	The machine cannot scan your original using the feeder. An original is placed in the feeder and on the platen glass.
Remedy	Remove the original from the feeder and platen glass.

△ Remove the paper from the output tray.

Cause	Prints from the previous job remain in the output tray.
Remedy	Remove the prints remaining in the output tray. Printing automatically resumes.

Replace the toner.

Cause	Printing is not possible because the toner has run out.
Remedy	Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 7-19.)

△ Return page 1 to the top, and then press the Start key.

Cause	Scanning was stopped due to a problem with the feeder.
Remedy	Arrange the originals in page order with the first page on top. Place the originals back into the feeder's original supply tray, and then press ◇ (Start).

Waste toner is full./Replace the drum.

Cause	The drum unit is filled with waste toner.
Remedy	Contact your local authorized Canon dealer.

List of Error Codes without Messages

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen when you press [Log] on the System Monitor screen. (See "Copy/Print Job Details," on p. 5-9.)

If a send, receive, or fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and TX Report. (See Chapter 11, "Printing Communication Reports," in the *Sending and Facsimile Guide*.)

Perform the necessary procedures according to the error code.

NOTE

If a send job is canceled, "STOP" is printed in the Results column on the TX Report.

001

Cause	Paper or originals are jammed.
Remedy	Remove any jammed paper or originals. (See "Clearing Paper Jams," on p. 8-3, and "Feeder," on p. 8-15.)

009

Cause There is no paper.

Remedy Load paper. (See “Loading Paper,” on p. 7-2.)

Cause 1 The paper drawer is not inserted correctly.

Remedy Insert the paper drawer properly. (See “Paper Drawers,” on p. 7-2.)

037

Cause Documents could not be received because there was insufficient memory available.

Remedy Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See Chapter 7, “Checking/Changing the Send/Receive Status,” in the *Sending and Facsimile Guide*.)

701

Cause The specified Department ID does not exist, or the password has changed.

Remedy Enter the correct Department ID or password using ⓪ - ⑨ (numeric keys) on the control panel, and try again. (See “Entering the Department ID and Password,” on p. 2-22.)

749

Cause You could not execute the job because a service call message is being displayed.

Remedy Turn the main power OFF, wait for 10 or more seconds, and turn the main power back ON. If the machine still does not work normally, turn the main power OFF, disconnect the machine, and contact your local authorized Canon dealer.

816

Cause You cannot print because the set page limit total has been reached.

Remedy Contact your System Manager.

852

Cause	An error occurred because the main power switch was turned OFF while a job was being processed.
Remedy	Check to see if the main power switch is turned ON. Try processing the job again, if necessary.
Cause 1	Originals are jammed in the feeder.
Remedy	Remove any jammed originals. (See “Feeder,” on p. 8-15.)

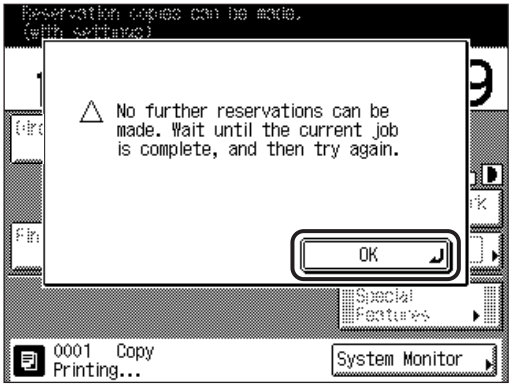
If Memory Becomes Full during Scanning

If memory becomes full during the scanning of originals, the following screens appear on the touch panel display.

NOTE

The jobs may not be accepted even if [Avail. Memory] on the [Device] tab of the [System Monitor] screen has not reached zero percent.

1 Check the message on the touch panel display, and press [OK].


No further reservations can be made. Wait until the current job is complete, and then try again.
OK
Special Features
0001 Copy
Printing...
System Monitor

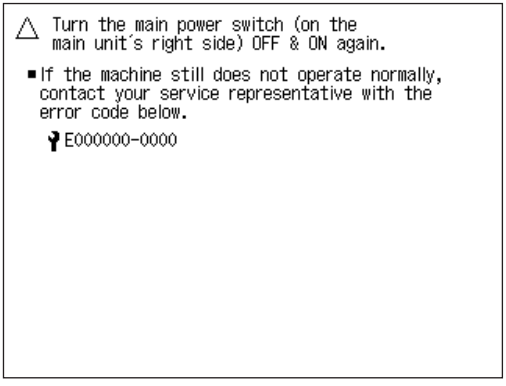
The display returns to the Basic Features screen. Scan the job again when the current job is complete.

Service Call Message

If a malfunction occurs and the machine cannot operate normally, a screen like the one shown below is displayed. Follow the instructions that appear on the touch panel display.

Contacting Your Local Authorized Canon Dealer

If a message like the one shown below appears, follow the procedure described below.


Turn the main power switch (on the main unit's right side) OFF & ON again.
If the machine still does not operate normally, contact your service representative with the error code below.
E000000-0000

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

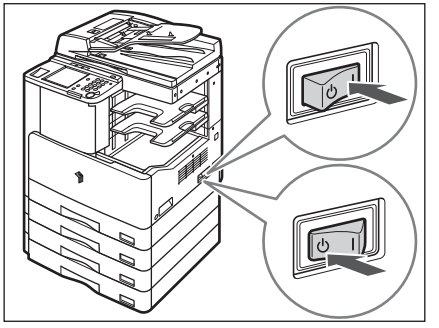
CAUTION

Always grasp the power plug portion when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.

IMPORTANT

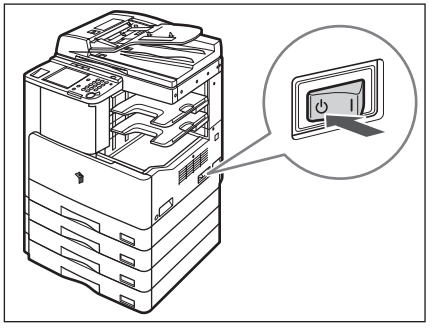
- Sending or receiving documents cannot be done when the main power switch is OFF or the power cord is disconnected.
- If the main power switch is turned OFF, all jobs waiting in the print queue will be erased.
- Documents received into memory and documents stored for delayed send will be retained for approximately 60 minutes after the power cord has been disconnected.

1 **Turn OFF the main power switch. Wait at least 10 seconds before turning the main power switch back ON.**

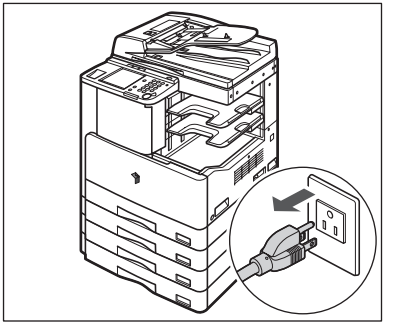


2 **If the machine still does not operate normally, follow the procedure below, and then contact your local authorized Canon dealer.**

❑ Turn OFF the main power.



❑ Disconnect the power plug.



NOTE

When you contact your local authorized Canon dealer, have the following information available:

- Product name
- Details of the malfunction
- The error code displayed on the touch panel display

Appendix

9
CHAPTER

This chapter provides the specifications of the main unit, optional equipment, and other useful information.

Report Samples 9-2
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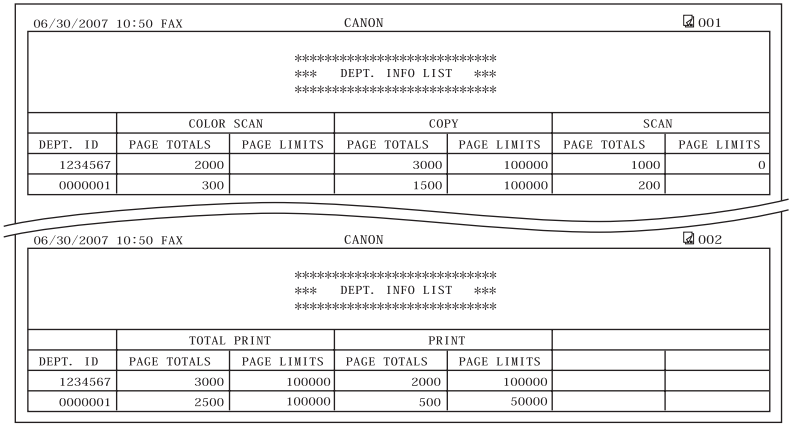
Report Samples

Department Information ID List



06/30/2007 10:50 FAX CANON 001

****
*** DEPT. INFO LIST ***
****

	COLOR SCAN		COPY		SCAN	
DEPT. ID	PAGE TOTALS	PAGE LIMITS	PAGE TOTALS	PAGE LIMITS	PAGE TOTALS	PAGE LIMITS
1234567	2000		3000	100000	1000	0
0000001	300		1500	100000	200	

06/30/2007 10:50 FAX CANON 002

****
*** DEPT. INFO LIST ***
****

	TOTAL PRINT		PRINT			
DEPT. ID	PAGE TOTALS	PAGE LIMITS	PAGE TOTALS	PAGE LIMITS		
1234567	3000	100000	2000	100000		
0000001	2500	100000	500	50000		

■ DEPT. ID

If a Department ID is set, the seven-digit number that is assigned to the Department ID is listed at the far left of the information.

■ PAGE TOTALS

Prints the page totals of scans, prints, and copies that have been processed.

■ PAGE LIMITS

Prints the page limits of scans, prints, and copies that can be processed.

Specifications

Specifications are subject to change without notice for product improvement or future release.

Main Unit

Item	Specification
Name	Canon imageRUNNER 2030i/2025i/2022i/2018i
Type	Desktop
Platen Type	Stationary
Photoconductive Material	OPC (Organic Photo Conductor)
Copying System	Indirect Electrostatic Copying
Developing System	Single Component Dry Toner Projection Development System
Fixing System	On-Demand Fusing
Resolution	Reading: 600 x 600 dpi Printing: 1,200 x 1,200 dpi
Number of Tones	256
Paper Stock	Paper Drawers: 17 to 24 lb bond (64 to 90 g/m^2) Plain, Recycled, Color, 3-hole punch, Heavy, and Bond Stack Bypass: 17 to 32 lb bond (64 to 128 g/m^2) Plain, Recycled, Color, 3-hole punch, Bond, Heavy, Transparencies, Labels, Envelopes (ISO-B5, ISO-C5, COM10, DL, and Monarch)
Acceptable Originals	Sheet, book, three-dimensional objects (up to 1/6" (40 mm) or 4.4 lb (2 kg))
Maximum Original Size	11" x 17"

<table>
<tr><th>Item</th><th>Specification</th></tr>
<tr><td>Paper Sizes</td><td>Paper Drawers:
11" x 17", LGL, LTR, LTRR, and STMT
Stack Bypass:
11" x 17", LGL, LTR, LTRR, STMT, STMTR, EXEC, Irregular size (3 3/4" x 5 7/8" to 11 3/4" x 17" (95 mm x 148 mm to 297 mm x 432 mm)), and Envelopes (ISO-B5, ISO-C5, COM10, DL, and Monarch)</td></tr>
<tr><td>Margin Areas</td><td>Top Margin: 1/8" x 1/16" (3.0 mm ± 2.0 mm)
Left Margins: 1/8" x 1/16" (3.0 mm ± 2.0 mm)</td></tr>
<tr><td>Warm-Up Time</td><td>26 seconds maximum after powering ON
(When no optional equipment is attached)

Activation time may vary, depending on the conditions under which the machine is being used. (In all cases, at a room temperature of 68°F.)</td></tr>
<tr><td>First Print Time</td><td>6.9 seconds (LTR, direct, paper drawer 1)</td></tr>
<tr><td>Copy Speed (Except when paper is fed from the stack bypass)</td><td>Sheets per minute
<table>
<tr><th></th><th>image RUNNER 2030i</th><th>image RUNNER 2025i</th><th>image RUNNER 2022i</th><th>image RUNNER 2018i</th></tr>
<tr><td>Direct</td><td></td><td></td><td></td><td></td></tr>
<tr><td>11" x 17"</td><td>15</td><td>15</td><td>15</td><td>15</td></tr>
<tr><td>LGL</td><td>11</td><td>11</td><td>11</td><td>11</td></tr>
<tr><td>LTR</td><td>30</td><td>25</td><td>22</td><td>18</td></tr>
<tr><td>LTRR</td><td>11</td><td>11</td><td>11</td><td>11</td></tr>
<tr><td>STMT</td><td>10</td><td>10</td><td>10</td><td>10</td></tr>
</table></td></tr>
<tr><td>Magnification</td><td>Direct 1:1 (±0.5%)
Reduction 1:0.78 (LGL → LTRR)
1:0.73 (11" x 17" → LGL)
1:0.64 (11" x 17" → LTRR)
1:0.50 (11" x 17" → STMTR)
Enlargement 1:1.21 (LGL → 11" x 17")
1:1.29 (LTRR → 11" x 17")
1:2.00 (STMTR → 11" x 17")</td></tr>
</table>

Item	Specification
Paper Feeding System	Paper Drawers: imageRUNNER 2030i/2025i/2022i: 250 sheets x 2 drawers (22 lb bond (80 g/m^2)) imageRUNNER 2018i: 250 sheets x 1 drawer (22 lb bond (80 g/m^2)) Stack Bypass: LTR, LTRR, STMT, STMTR, and EXEC: - 80 sheets (22 lb bond (80 g/m^2)) LGL and 11" x 17": - 50 sheets (22 lb bond (80 g/m^2)) Transparencies and Heavyweight Paper - 50 sheets (24 to 32 lb bond (91 to 128 g/m^2)) Envelopes - 10 envelops Labels - 1 sheet
Output Orientation	Face Down
Density Control	Automatic or manual (9 levels)
Multiple Copies	1 to 99 sheets
Power Source	120 V AC, 60 Hz, 4.6 A
Maximum Power Consumption	Approximately 1.425 kW
Dimensions (W x D x H)	imageRUNNER 2030i/2025i/2022i: 24 1/2" x 26 5/8" x 29 3/4" (622 mm × 676 mm × 757 mm) imageRUNNER 2018i: 24 1/2" x 26 5/8" x 26 1/2" (622 mm × 676 mm × 672 mm)
Installation Space (W x D)	36 1/4" x 26 5/8" (920 mm × 676 mm) (when the stack bypass is extended)
Weight	imageRUNNER 2030i/2025i/2022i: Approximately 116 lb (53.0 kg) imageRUNNER 2018i: Approximately 103 lb (47.0 kg)

Feeder

Item	Specification
Type	Automatic Document Feeder
Originals	11" x 17", LGL, LTR, LTRR, or STMT
Original Paper Weight	14 lb to 28 lb bond [52 g/m^2 to 105 g/m^2] (One-page scanning for 10 lb to 14 lb bond [37 g/m^2 to 52 g/m^2] and 28 lb to 32 lb bond [105 g/m^2 to 128 g/m^2])
Original Tray Capacity	LTR and LTRR: 50 sheets (22 lb bond (80 g/m^2)) LGL and 11" x 17": 25 sheets (22 lb bond (80 g/m^2))
Original Replacement Speed	20 sheets/minute (LTR)
Power Source	From the main unit
Power Consumption	Approximately 26 W max.
Dimensions (W x D x H)	22 1/4" x 19 1/4" x 4 7/8" (565 mm × 489.4 mm × 122 mm)
Weight	Approximately 15.4 lb (7.0 kg)

Cassette Feeding Module-P1

Item	Specification
Paper Feeding System	250 sheets x 1 cassette (22 lb bond (80 g/m^2))
Paper Sizes	11" x 17", LGL, LTR, LTRR, or STMT
Power Source	From the main unit
Power Consumption	Approximately 4 W max.
Dimensions (W x D x H)	22 7/8" x 22 3/8" x 4 5/8" (580.3 mm x 569.3 mm x 116.8 mm)
Weight	Approximately 13 lb (6.0 kg)

Cassette Feeding Module-Q1

Item	Specification
Paper Feeding System	250 sheets x 2 cassettes (22 lb bond (80 g/m^2))
Paper Sizes	11" x 17", LGL, LTR, LTRR, or STMT
Power Source	From the main unit
Power Consumption	Approximately 14 W max.
Dimensions (W x D x H)	22 7/8" x 22 3/8" x 8" (580.3 mm x 569.3 mm x 201.8 mm)
Weight	Approximately 26.5 lb (12 kg)

Finisher-U2

Item	Specification
Paper Weight	17 to 32 lb bond (64 to 128 g/m^2)
Capacity Per Tray	Standard type Non-collate LTR/STMT/STMTR: 770 sheets or 4" (100 mm) LTRR/LGL/11" × 17": 380 sheets or 2" (50 mm) Collate mode LTR: 770 sheets or 4" (100 mm) LTRR/LGL/11" × 17": 380 sheets or 2" (50 mm) Staple mode LTR: 30 sets or 4" (100 mm) LTRR/LGL/11" × 17": 30 sets or 2" (50 mm) Additional Finisher Tray-C1 is attached Non-collate LTR/STMT/STMTR: 200 sheets or 1" (26 mm) LTRR/LGL/11" × 17": 150 sheets or 3/4" (20 mm) Collate mode LTR: 200 sheets or 1" (26 mm) LTRR/LGL/11" × 17": 150 sheets or 3/4" (20 mm) Staple mode LTR: 30 sets or 1" (26 mm) LTRR/LGL/11" × 17": 30 sets or 3/4" (20 mm)
Max. Stapling Capacity/ Available Staple Size	LTR: 50 sheets (17 to 20 lb bond (64 to 80 g/m^2)) 11" x 17", LGL, LTRR: 30 sheets (17 to 20 lb bond (64 to 80 g/m^2)) * Corner Staple only
Available Staple Size	11" x 17", LGL, LTR, LTRR
Available Offset Size	11" x 17", LGL, LTR, LTRR
Power Source	From the main unit
Power Consumption	Approximately 46 W max.
Dimensions (W x D x H)	18 7/8" x 20 1/2" x 11 7/8" (480 mm × 520 mm × 300 mm)
Installation Space (W x D)	43 3/8" x 26 5/8" (1102 mm × 676 mm) (when the stack bypass and the auxiliary tray of the Additional Finisher Tray-C1 is extended)
Weight	Approximately 22 lb (10 kg)

Duplex Unit

Item	Specification
Paper sizes	11" × 17", LGL, LTR, LTRR, STMT
Paper weight	17 lb to 24 lb bond (64 g/m^2 to 90 g/m^2)
Power source	From main unit
Power consumption	Approx. 21 W max.
Dimensions (W × D × H)	17 1/4" × 17 5/8" × 14 7/8" (437.2 mm × 448 mm × 378.3 mm)
Weight	Approx. 5 lb (2.5 kg)

Inner 2 Way Tray-E2

Item	Specifications
Capacity	Tray A: 100 sheets (LTR/STMT/STMTR), 50 sheets (other sizes) Tray B: 250 sheets (LTR), 100 sheets (other sizes)
Power Source	From the main unit
Power Consumption	Approximately 5 W max.
Dimensions (W x D x H)	19 1/8" x 17 3/4" x 6" (485.5 mm × 451 mm × 151.2 mm)
Installation Space (D x W)	Incorporated in the main unit
Weight	Approximately 3 lb (1.5 kg)

Card Reader-E1

Item	Specifications
Available Cards	Magnetic type card, Optical type card
Card Readout Method	Magnetic/Optical readout
Magnetic Card Reading Direction	Inserting Direction
Store/Replay	Replay
Power Source	From the main unit
Dimensions (W x D x H)	3 1/2" x 4" x 1 1/4" (88 mm x 100 mm x 32 mm)
Weight	Approximately 5/8 lb (295 g)

Relationship between Original Orientation and Preprinted Paper Output Chart

Please use this chart when printing on preprinted paper (i.e., paper with logos).

IMPORTANT

Do not load the following types of paper into the paper drawers, as this may cause paper jams:

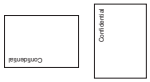
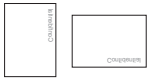
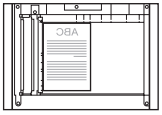
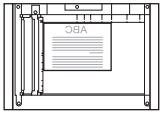
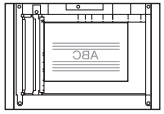
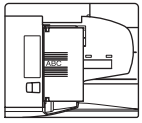
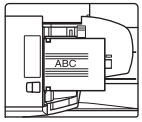
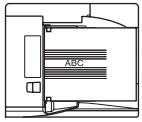
- Paper on which color images have been copied (Do not copy on the reverse side either).

NOTE

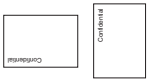
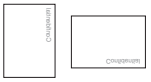
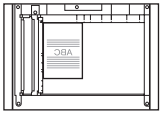
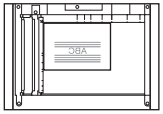
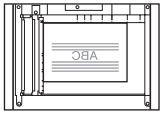
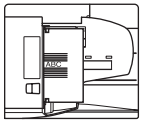
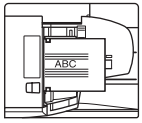
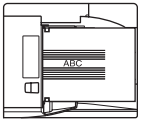
If you want to copy on the back side of preprinted paper, place the side you want to copy on:

- face up when using a paper drawer
- face down when using the stack bypass

■ If You Want to Set the Staple Mode:

Original/ Paper Orientation, Settings (Staple Position / Output Example)		Corner: Top Left LTR	Corner: Top Left LTRR	Corner: Top Left 11" x 17", LGL
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up			
	Orientation in stack bypass Preprinted side: Face down			
Original	Orientation on the platen glass Original side: Face down			
	Orientation in the feeder Original side: Face up			
Auto Orientation Setting		Either On or Off	Either On or Off (Set to 'On' when paper orientation in the stack bypass/paper drawer is vertical.)	Either On or Off

■ If You Do Not Want to Set the Staple Mode:

Original/ Paper Orientation, Settings \ Output Example		LTR	LTRR	11" × 17", LGL
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up			
	Orientation in stack bypass Preprinted side: Face down			
Original	Orientation on the platen glass Original side: Face down			
	Orientation in the feeder Original side: Face up			
Auto Orientation Setting		Either On or Off	Either On or Off (Set to 'On' when paper orientation in the stack bypass/paper drawer is vertical.)	Either On or Off

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